



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
ST0474

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
RON PRICE
304-558-0492

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

STATE TREASURER
 MAIN CAPITOL BUILDING
 SUITE E-145
 CHARLESTON, WV
 25305 343-4000

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
04/08/2008				

BID OPENING DATE: **05/15/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		915-03		
<p>ADVERTISING AND PROMOTIONAL SERVICES</p> <p>REQUEST FOR PROPOSAL</p> <p>TO FURNISH ADVERTISING AND PROMOTIONAL SERVICES TO THE STATE TREASURER'S OFFICE PER THE ATTACHED</p> <p>VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>() BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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**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



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BID OPENING DATE: 05/15/2008 BID OPENING TIME 01:30PM

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<p>() BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() BIDDER IS A RESIDENT VENDOR WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES WORKING ON THE PROJECT BEING BID ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID;</p> <p>OR</p> <p>() BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES OR BIDDERS' AFFILIATE'S OR SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX & REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS FAILED TO CONTINUE TO MEET THE REQUIREMENTS FOR SUCH PREFERENCE, THE SECRETARY MAY ORDER THE DIRECTOR OF PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE</p>						

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<p>ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT AND THAT SUCH PENALTY WILL BE PAID TO THE CONTRACTING AGENCY OR DEDUCTED FROM ANY UNPAID BALANCE ON THE CONTRACT OR PURCHASE ORDER.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND REVENUE TO DISCLOSE TO THE DIRECTOR OF PURCHASING APPROPRIATE INFORMATION VERIFYING THAT BIDDER HAS PAID THE REQUIRED BUSINESS TAXES, PROVIDED THAT SUCH INFORMATION DOES NOT CONTAIN THE AMOUNTS OF TAXES PAID NOR ANY OTHER INFORMATION DEEMED BY THE TAX COMMISSIONER TO BE CONFIDENTIAL.</p> <p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASING DIVISION IN WRITING IMMEDIATELY.</p> <p>BIDDER: -----</p> <p>DATE: -----</p> <p>SIGNED: -----</p> <p>TITLE: -----</p>						

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<p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: RP-41</p> <p>RFQ. NO.: ST0474</p> <p>BID OPENING DATE AND TIME</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</p>						

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MAIN CAPITOL BUILDING
SUITE E-145
CHARLESTON, WV
25305 **343-4000**

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CONTACT PERSON (PLEASE PRINT CLEARLY):						

***** THIS IS THE END OF RFQ ST0474 ***** TOTAL:						

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REQUEST FOR PROPOSAL
(West Virginia State Treasurer's Office - STO474)

PART 1 GENERAL INFORMATION/TERMS AND CONDITIONS

1.1 Purpose:

The Acquisition and Contract Administration Section of the Purchasing Division, hereinafter referred to as "State", is soliciting proposals for the West Virginia State Treasurer's Office, hereinafter referred to as "STO", to provide advertising and promotional services ("Services").

1.2 Project:

The mission or purpose of the project is to obtain advertising and promotional services for the STO. The STO manages various programs that require public outreach efforts in order to meet their objectives. These programs include Unclaimed Property Division, financial education and other efforts of the STO.

Under the previous contract for the Services, the STO expended the following:

FY2002	\$482,822.82
FY2003	\$354,068.82
FY2004	\$169,848.48
FY2005	\$ 30,784.13
FY2006	\$573,740.40
FY2007	\$154,593.76
FY2008	\$269,887.53 (as of 02/15/08)

The actual amounts expended will be determined solely by the STO and will vary from previous totals. The Services will be available to and may be utilized by any entity within the STO and for any lawful purpose.

Nothing in this RFP or any contract/purchase order issued shall prohibit STO from performing certain or all of the Services contemplated in this RFP, nor from obtaining the Services from another vendor if in the best interest of the STO and/or the State of West Virginia.

1.3 RFP Format:

This RFP has four parts. "Part 1" contains general information/terms and conditions, "Part 2" describes the background and working environment of the project, "Part 3" is a statement of the specifications for the services requested pursuant to this RFP, contractual requirements, and special terms/conditions and "Part 4" explains the required format of the Bidder's response to the RFP, the evaluation criteria the State will use in evaluating the proposals received, and how the evaluation will be conducted.

1.4 Inquiries:

Additional information inquiries regarding specifications of this RFP must be submitted in writing to the State Buyer with the exception of questions regarding proposal submission which may be oral. The deadline for written inquiries is identified in the Schedule of Events, Section 1.16. All inquiries of specification clarification must be addressed to:

Ron Price, Senior Buyer
Purchasing Division
2019 Washington Street, East
P.O. Box 50130
Charleston, WV 25305-0130
Fax: (304) 558-4115

The vendor, or anyone on the vendor's behalf, is not permitted to make any contact whatsoever with any member of the evaluation committee. Violation may result in rejection of the bid. The State Buyer named above is the sole contact for any and all inquiries after this RFP has been released.

1.5 Vendor Registration:

Vendors participating in this process should complete and file a **vendor Registration and Disclosure Statement** (Form WV-1) and remit the registration fee. Vendor is not required to be a registered vendor in order to submit a proposal, but the **successful bidder must** register and pay the fee prior to the award of an actual purchase order/contract.

1.6 Oral Statements and Commitments:

Vendor must clearly understand that any verbal representations made or assumed to be made during any oral discussions held between vendor's representatives and any State personnel is **not** binding. Only the information issued in writing and added to the Request for Proposal specifications file by an official written addendum are binding.

1.7 Economy of Preparation:

Proposals should be prepared simply and economically, providing a straightforward, concise description of vendor's abilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

1.8 Labeling of RFP Sections:

The sections within this RFP contain instructions governing how the vendor's proposal is to be arranged, submitted and to identify the material to be included therein.

1.8.1 Mandatory Requirements.

The mandatory sections included in part 3 and 4 require a response, and they describe the minimum requirements requested in this RFP. Any specification or statement containing the word "must", "shall, or "will" are mandatory. The vendor is required to meet the mandatory specifications in order to be eligible for consideration and to continue in the evaluation process. A simple "yes" or "no" response to these sections is not adequate. Failure to meet mandatory items shall result in disqualification of the vendor's proposal and the evaluation process terminated for that vendor. Decisions regarding compliance with the intent of any mandatory specification shall be at the sole discretion of the State.

1.8.2 Contract Terms and Conditions:

This Request for Proposals contains all the contractual terms and conditions under which the State of West Virginia will enter into a contract.

1.8.3 Informational Sections:

All information specifications do not require a response from the vendor. They are intended to aid the vendor in structuring an effective proposal capable of meeting the needs of the issuing

STO.

1.9 **Proposal Format and Submission:**

1.9.1 Vendors must complete a response to all mandatory specifications in order to be considered. Each proposal should be formatted as per the outline in Part 4 of this RFP. No other arrangement or distribution of the proposal information may be made by the bidder. Failure on the part of the bidder to respond to specific requirements detailed in the RFP may be basis for disqualification of the proposal. The State reserves the right to waive any informality in the proposal format and minor irregularities.

1.9.2 State law requires that the original technical and cost proposal be submitted to the Purchasing Division. All proposals must be submitted to the Purchasing Division **prior** to the date and time stipulated in the RFP as the opening date. All bids will be date and time stamped to verify official time and date of receipt.

1.9.3 Vendors mailing proposals should allow sufficient time for mail delivery to ensure timely arrival. In accordance with State Code 5A-3-11, the Purchasing Division cannot waive or excuse late receipt of a proposal which is delayed and late for any reason. Any proposal received after the bid opening date and time will be immediately disqualified in accordance with State law and the administrative rules and regulations.

Submit:

One original technical and cost (to be kept by the WV Purchasing Division)

Plus **(6) convenience copies (the WVSTO strongly desires that these copies be of original quality, color, etc., to enable the evaluation committee to fully view and evaluate the vendor's proposal. Vendors may present their convenience copies via paper and/or on CD or DVD disks):**

Purchasing Division
2019 Washington Street, East

P.O. Box 50130
Charleston, WV 25305-0130

The outside of the envelope or package(s) should be clearly marked:

Buyer: Ron Price
Req#: STO474
Opening Date: 05/15/08
Opening Time: 1:30 P. M.

1.9.4 **Best Value Purchasing Standard Format**

All Requests for Proposals should follow the standard format defined by the Purchasing Division. This format addresses required areas and enables the STO to modify the background and scope of work to meet its needs.

1.9.4.1 Evaluation Criteria: All evaluation criteria must be clearly defined in the specifications section and based on a 100 point total score. Based on a 100 point total, cost shall represent a minimum of 30 of the 100 total points in the criteria.

1.9.4.2 Proposal Format and Content: Proposals shall be requested and received in two distinct parts: Technical and Cost. The cost portion shall be sealed in a separate envelope and will not be opened initially.

1.9.4.3 Technical Bid Opening: The Purchasing Division will open only the technical proposals on the date and time specified in the Request for Proposal. The Purchasing Division representative will read aloud the names of those who responded to the solicitation. The Purchasing Division Buyer will confirm that the original packages contain a separately sealed cost proposal prior to providing the courtesy copies to the STO to begin the evaluation process.

1.9.4.4 Technical Evaluation: The pre-selected, approved evaluation committee will review the technical proposals, deduct appropriate points for deficiencies and make a final written consensus recommendation to the Purchasing Division Buyer. If the Buyer approves the committee's recommendation, the technical evaluation will be forwarded to an internal review committee within the Purchasing Division.

1.9.4.5 Cost Bid Opening: Upon approval of the technical evaluation from the internal review committee, the Purchasing Division shall schedule a time and date to publicly open and read aloud the cost proposals. The STO and the vendors shall be notified of this date.

1.9.4.6 Cost Evaluation and Resident Vendor Preference: The evaluation committee will review the cost proposals, assign appropriate points and make a final consensus recommendation to the Purchasing Division. In accordance with West Virginia State Code §5A-3-37, the Purchasing Division will make the determination of the Resident Vendor Preference, if applicable. Resident Vendor Preference provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the West Virginia State Code. A certificate of application is used to request this preference. Generally, a West Virginia vendor may be eligible for two 2.5% preferences in the evaluation process.

1.9.4.7 Contract Approval and Award: After the cost proposals have been opened, the evaluation committee completes its review and prepares the final evaluation making its recommendation for contract award based on the highest scoring vendor. The final evaluation is submitted to the Purchasing Division buyer. Once approved by the buyer, the final evaluation must be reviewed and approved by the Purchasing Division internal review committee. The contract is prepared and signed in the Purchasing Division, forwarded to the Attorney General's Office for approval as to form, encumbered and mailed to the appropriate parties.

1.10 Rejection of Proposals:

The State shall select the best value solution according to the evaluation criteria. However, the State reserves the right to accept or reject any or all proposals, in part or in whole at its discretion. The State reserves the right to withdraw this RFP at any time and for any reason. Submission of, or receipt by the State of proposals confers no rights upon the bidder nor obligates the State in any manner.

A contract based on this RFP and the vendor's proposal, may or may not be awarded. Any contract resulting in an award from this RFP is not valid until properly approved and executed by the Purchasing

Division and approved as to form by the Attorney General.

1.11 Incurring Costs:

The State and any of its employees or officers shall not be held liable for any expenses incurred by any bidder responding to this RFP for expenses to prepare, deliver the proposal, or to attend any mandatory prebid meeting or oral presentations.

1.12 Addenda:

If it becomes necessary to revise any part of this RFP, an official written addendum will be issued by the State to all bidders of record.

1.13 Independent Price Determination:

A proposal will not be considered for award if the price in the proposal was not arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to prices with any competitor unless the proposal is submitted as a joint venture.

1.14 Price Quotations:

The price(s) quoted in the bidder's proposal will not be subject to any increase and will be considered firm for the life of the contract unless specific provisions have been provided for adjustment in the original contract.

1.15 Public Record:

1.15.1 Submissions are Public Record.

All documents submitted to the State Purchasing Division related to purchase orders/contracts are considered public records. All bids, proposals, or offers submitted by bidders shall become public information and are available for inspection during normal official business hours in the Purchasing Division Records and Distribution center after the award is complete and documents have been microfilmed.

1.15.2 Written Release of Information.

All public information may be released with or without a Freedom of Information request, however, only a written

request will be acted upon with duplications fees paid in advance. Duplication fees shall apply to all requests for copies of any document. Currently the fees are \$0.50/page, or a minimum of \$10.00 per request which ever is greater.

1.15.3 Risk of Disclosure.

The only exemptions to disclosure of information are listed in West Virginia Code §29B-1-4. Primarily, only trade secrets as submitted by a bidder are the only exemption to public disclosure. The submission of any information to the State by a vendor puts the risk of disclosure on the vendor. The State does not guarantee non-disclosure of any information to the public.

1.16 Schedule of Events:

Release of the RFP.....	04/09/08
Vendor's Written Questions Submission Deadline.....	04/23/08
Response to Questions.....	04/30/08
Addendum Issued.....	04/30/08
Bid Opening Date	05/15/08
Oral Presentation.....	TBD

1.17 Purchasing Affidavit:

West Virginia State Code §5A-3-10a requires that all bidders submit an affidavit regarding any debt owed to the State. The affidavit must be signed and submitted prior to award. It is preferred that the affidavit be submitted with the proposal.

1.18 General Terms and Conditions:

By signing and submitting their proposal, the successful vendor agrees to be bound by all the terms contained in this RFP.

1.18.1 Conflict of Interest:

Vendor affirms that it, its officers or members or employees presently have no interest and shall not acquire any interest, direct or indirect which would conflict or compromise in any manner or degree with the performance or its services hereunder. The vendor further covenants that in the

performance of the contract, the vendor shall periodically inquire of its officers, members and employees concerning such interests. Any such interests discovered shall be promptly presented in detail to the STO.

1.18.2 Prohibition Against Gratuities:

Vendor warrants that it has not employed any company or person other than a bona fide employee working solely for the vendor or a company regularly employed as its marketing agent to solicit or secure the contract and that it has not paid or agreed to pay any company or person any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award of the contract.

For breach or violation of this warranty, the State shall have the right to annul this contract without liability at its discretion, and/or to pursue any other remedies available under this contract or by law.

1.18.3 Certifications Related to Lobbying:

vendor certifies that no federal appropriated funds have been paid or will be paid, by or on behalf of the company or an employee thereof, to any person for purposes of influencing or attempting to influence an officer or employee of any Federal entity, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee or any STO, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the vendor shall complete and submit a disclosure form to report the lobbying.

Vendor agrees that this language of certification shall be included in the award documents for all sub-awards at all

tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this contract was made and entered into.

1.18.4 Vendor Relationship:

The relationship of the vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by the parties to this contract. The vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents.

The vendor shall be responsible for selecting, supervising and compensating any and all individuals employed pursuant to the terms of this RFP and resulting contract. Neither the vendor nor any employees or contractors of the vendor shall be deemed to be employees of the State for any purposes whatsoever.

Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension or other deferred compensation plans, including but not limited to Workers' Compensation and Social Security obligations, and licensing fees, etc. and the filing of all necessary documents, forms and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and STO with a defense against any and all claims including but not limited to the foregoing payments, withholdings, contributions, taxes, social security taxes and employer income tax returns.

The vendor shall not assign, convey, transfer or delegate any of its responsibilities and obligations under this contract to any person, corporation, partnership, association or entity without expressed written consent of the STO.

1.18.5 Indemnification:

The vendor agrees to indemnify, defend and hold harmless the State and the STO, their officers, and employees from

and against: (1) Any claims or losses for services rendered by any subcontractor, person or firm performing or supplying services, materials or supplies in connection with the performance of the contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use or disposition of any data used under the contract in a manner not authorized by the contract, or by Federal or State statutes or regulations; (3) Any failure of the vendor, its officers, employees or subcontractors to observe State and Federal laws, including but not limited to labor and wage laws.

1.18.6 Contract Provisions:

After the successful vendor is selected, a formal contract document will be executed between the State and the vendor. In addition, the RFP and the vendor's response will be included as part of the contract by reference. The order of precedence is the contract, the RFP and the vendor's proposal in response to the RFP.

1.18.7 Governing Law:

This contract shall be governed by the laws of the State of West Virginia. The vendor further agrees to comply with the Civil Rights Act of 1964 and all other applicable laws (Federal, State or Local Government) regulations.

1.18.8 Compliance with Laws and Regulations:

The vendor shall procure all necessary permits and licenses to comply with all applicable laws, Federal, State or municipal, along with all regulations, and ordinances of any regulating body.

The vendor shall pay any applicable sales, use, or personal property taxes arising out of this contract and the transactions contemplated thereby. Any other taxes levied upon this contract, the transaction, or the equipment, or services delivered pursuant here to shall be borne by the contractor. It is clearly understood that the State of West Virginia is exempt from any taxes regarding performance of the scope of work of this contract.

1.18.9 Subcontracts/Joint Ventures:

The vendor is solely responsible for all work performed

under the contract and shall assume prime contractor responsibility for all services offered and products to be delivered under the terms of this contract. The State will consider the vendor to be the sole point of contact with regard to all contractual matters. The vendor may, with the prior written consent of the State, enter into written subcontracts for performance of work under this contract; however, the vendor is totally responsible for payment of all subcontractors.

1.18.10 Term of Contract & Renewals:

This contract will be effective (date set upon award) and shall extend for the period of one (1) year, at which time the contract may, upon mutual consent, be renewed. Such renewals are for a period of up to one (1) year, with a maximum of two (2) one year renewals, or until such reasonable time thereafter as is necessary to obtain a new contract. The "reasonable time" period shall not exceed twelve (12) months. During the "reasonable time" period the vendor may terminate the contract for any reason upon giving the STO ninety (90) days written notice. Notice by vendor of intent to terminate will not relieve vendor of the obligation to continue to provide services pursuant to the terms of the contract.

Any change in Federal or State law, or court actions which constitute binding precedent in West Virginia, and which significantly alters the vendor's required activities or any change in the availability of funds, shall be viewed as binding and shall warrant good faith renegotiation of the compensation paid to the vendor by the STO and of such other provisions of the contract that are affected. If such renegotiation proves unsuccessful, the contract may be terminated by the State upon written notice to the vendor at least thirty (30) days prior to termination of this contract.

1.18.11 Non-Appropriation of Funds:

If the STO is not allotted funds in any succeeding fiscal year for the continued use of the service covered by this contract by the West Virginia Legislature, the STO may terminate the contract at the end of the affected current fiscal period without further charge or penalty. The STO shall give the vendor written notice of such non-allocation of funds as soon as possible after the STO receives notice. No penalty shall accrue to the STO in the event this provision is exercised.

1.18.12 Contract Termination:

The State may terminate any contract resulting from this RFP immediately at any time the vendor fails to carry out its responsibilities or to make substantial progress under the terms of this RFP and resulting contract. The State shall provide the vendor with advance notice of performance conditions which are endangering the contract's continuation. If after such notice the vendor fails to remedy the conditions contained in the notice, within the time period contained in the notice, the State shall issue the vendor an order to cease and desist any and all work immediately. The State shall be obligated only for services rendered and accepted prior to the date of the notice of termination.

The contract may also be terminated upon mutual agreement of the parties with thirty (30) days prior notice.

1.18.13 Changes:

If changes to the original contract become necessary, a formal contract change order will be negotiated by the State, the STO and the vendor, to address changes to the terms and conditions, costs of work included under the contract. An approved contract change order is defined as one approved by the Purchasing Division and approved as to form by the West Virginia Attorney General's Office, encumbered and placed in the U.S. Mail prior to the effective date of such amendment. An approved contract change order is required whenever the change affects the payment provision and/or the scope of the work. Such changes may be necessitated by new and amended Federal and State regulations and requirements.

As soon as possible after receipt of a written change request from the STO, but in no event more than thirty (30) days thereafter, the vendor shall determine if there is an impact on price with the change requested and provide the STO a written statement to identifying any price impact on the contract or to state that there is no impact. In the event that price will be impacted by the change, the vendor shall, provide a description of the price increase or decrease involved in implementing the requested change.

NO CHANGE SHALL BE IMPLEMENTED BY THE VENDOR UNTIL SUCH TIME AS THE VENDOR RECEIVES AN

APPROVED WRITTEN CHANGE ORDER.**1.18.14 Invoices, Progress Payments, & Retainage:**

(Progress Payments & Retainage STO Option if appropriate.)
The vendor shall submit invoices, in arrears, to the STO at the address on the face of the purchase order labeled "Invoice To" pursuant to the terms of the contract. Progress payments may be made at the option of the STO on the basis of percentage of work completed if so defined in the final contract. Any provision for progress payments must also include language for a minimum 10% retainage until the final deliverable is accepted.

If progress payments are permitted, vendor is required to identify points in the work plan at which compensation would be appropriate. Progress reports must be submitted to STO with the invoice detailing progress completed or any deliverables identified. Payment will be made only upon approval of acceptable progress or deliverables as documented in the vendor's report. Invoices may not be submitted more than once monthly and State law forbids payment of invoices prior to receipt of services.

1.18.15 Record Retention (Access & Confidentiality):

Vendor shall comply with all applicable Federal and State of West Virginia rules and regulations, and requirements governing the maintenance of documentation to verify any cost of services or commodities rendered under this contract by vendor. The vendor shall maintain such records a minimum of five (5) years and make available all records to STO personnel at vendor's location during normal business hours upon written request by STO within 10 days after receipt of the request.

Vendor shall have access to private and confidential data maintained by STO to the extent required for vendor to carry out the duties and responsibilities defined in this contract. Vendor agrees to maintain confidentiality and security of the data made available and shall indemnify and hold harmless the State and STO against any and all claims brought by any party attributed to actions of breach of confidentiality by the vendor, subcontractors, or individuals permitted access by vendor.

PART 2 OPERATING ENVIRONMENT

2.1 Location:

STO is mainly located at the Main Capitol Building, 1900 Kanawha Boulevard, East, Charleston, West Virginia. Various divisions, such as Unclaimed Property, are located at One Player's Club Drive, Charleston, West Virginia.

2.2 Background:

The STO manages programs that require considerable public outreach effort to meet their program objectives. These programs are Unclaimed Property, financial education, Bank at School, Smart 529, West Virginia Retirement Plus, Board of Treasury Investments and other efforts requiring advertising and promotional support from time to time. During the course of a year, each of these programs has special needs for a variety of advertising materials and services, which the STO believes would be more efficiently managed and provided with the assistance of a single vendor. Also, due to the nature of these programs, there are occasions when an immediate need for advertising services and materials exists, regardless of how much planning has occurred.

In 2001 the STO sought to combine all advertising and promotional services under a single contract to achieve considerable benefits in operational simplicity and budgetary efficiency, and has found the contract very helpful. The STO is again seeking a vendor that can maximize the effectiveness of the program advertising budget and achieve the outreach results required for program success.

Upon award of a contract/purchase order the main contact person for the STO will be the Deputy Treasurer for Communications.

PART 3 PROCUREMENT SPECIFICATIONS

3.1 Desirable Specifications and Mandatory Deliverables:

3.1.1 General - For this section of your proposal, the STO strongly desires you affirm that you can meet the desirable specifications and provide the mandatory deliverables of Section 3.1. You should provide any discussion you deem appropriate to support your affirmation:

The STO strongly desires the winning vendor be capable of providing or securing a full range of advertising services, for multiple STO programs simultaneously. These services include, but are not limited to, project planning and budgeting, project management, development of advertising and promotional themes and related matters, publicity, campaigns and associated materials for each project, production, media procurement, event management, and research, to develop and implement effective outreach strategies.

3.1.2 Planning and Budgeting Services

For each program, as requested, the vendor is responsible for assisting the STO in developing a series of public information and promotional strategies that are designed to utilize the available program funds in an efficient and cost effective manner, to achieve the necessary programmatic results. For each strategy or project, the vendor will develop and propose an itemized advertising plan and budget. The State and the vendor shall mutually determine timeframes and deadlines for each project. Progress reports shall be provided for all ongoing projects with schedules mutually agreed upon by STO and the vendor.

The vendor is responsible for finding low cost providers and negotiating favorable rates for advertising purchases. The vendor shall submit the proposed plan and budget, with the proposed providers and costs, to the STO for approval before implementation. Once a plan and budget is approved and if the vendor subcontracts for any goods and/or services, the vendor shall remit payment to the subcontractors within 45 days of receipt of invoice from the subcontractor.

3.1.3 Advertising materials, media and related services

In accordance with approved itemized advertising plans and budgets, the vendor is responsible for the associated design, production, procurement, distribution and placement of program advertising materials. The vendor should propose, as part of any public information and promotional strategy the range of advertising media that would be considered appropriate for the strategy to include; newspaper, broadcast (such as radio, television and internet), direct mail, printed materials (such as flyers, pamphlets, brochures, booklets, manuals, signs, posters and displays) and related collateral materials.

Other advertising services to be provided by the selected vendor might include research (such as surveys and focus groups),

events (such as informational public meetings and workshops, training sessions and seminars, press conferences and promotional tours), internet website design/maintenance, and other items added as they are developed in the advertising plan or requested by the STO. In all cases, the vendor will be responsible for keeping costs within an approved itemized project budget. Vendor shall submit a proposed plan for the requested services and may utilize subcontractors.

- 3.1.4 All materials and campaigns produced for the STO shall become the property of the STO and can be used at any time during the engagement of this contract as well as after the end of this contract by the STO.
- 3.1.5 After reviewing all of the sections of 3.1. describe any services contemplated under this proposal that you expect to be purchased or paid for from any outside vendors (subcontractors). Describe any mark-up of the costs billed to you that you will charge to the STO.

3.2 **Scope of Work:**

Technical Proposal:

3.2.1 **Firm Qualifications - 10 points**

For this section of your proposal, provide the following:

- 3.2.1.1 Provide a description of the nature of your firm, discussing its focus, organizational structures, general corporate philosophy, mission statement, commitment to quality and customer service (including any supporting systems and assurances), and any other matters you consider appropriate.
- 3.2.1.2 Discuss your firm's interest and compatibility with the primary STO programs discussed in this RFP (Unclaimed Property, financial education, Bank at School, Smart 529, West Virginia Retirement Plus, Board of Treasury Investments and other programs).
- 3.2.1.3 List 3 (three) of your engagements that are similar to this engagement with the STO or that demonstrate the ability of your firm to provide services to the STO. For each reference list the following information:

Client
 Address
 Contact Person
 Telephone Number
 E-Mail Address
 Length of Relationship

At least two of the clients should have annual billings in excess of \$250,000. All or none of these clients may be contacted by the Evaluation Committee. Furthermore, the STO reserves the right to contact any other person or entity it believes prudent to inquire about the vendor.

3.2.2 Engagement Team – 10 Points

- 3.2.2.1 Identify the persons in your organization who will generally be assigned to provide the Services contemplated in this RFP. Describe the role of each person listed, provide brief resumes of the individuals, and list any clients, similar to the STO, they've provided services to.
- 3.2.2.2 Provide the name and resume of the individual who will manage this account for the vendor. Provide a list of this person's key professional accomplishments and successes. This person will be known as the account executive and will be the liaison between the vendor and the STO, and will have primary responsibility for contact with STO program managers. Naming another person as account executive at any time requires consent of the STO.

3.2.3 Creative and Project Management Experience - 35 points

As part of the points awarded for this section the Evaluation Committee will review the overall form of your response to this proposal for creativity, pertinence, and applicability.

- 3.2.3.1 To evaluate your ability to meet the needs of the STO, provide two (2) campaign/project examples which demonstrate your firm's development of advertising and promotional themes. Provide a copy of an itemized advertising plan and budget for one of the examples. Detail how the budget was efficiently managed to meet the needs of the plan. Explain in detail the results of the advertising plan. As part of your response to this section, include discussions of your ability to meet the General Requirements of Section 3.1.

3.2.3.2 The Treasurer has labeled the STO as "the Bank of State Government." Provide a brief description of how you would incorporate that message as part of a overall advertising plan/strategy for the STO.

3.2.4 Oral Presentation – 15 Points

All vendors submitting proposals and who have scored a minimum 34 points in the technical section will be required to make an oral presentation in Charleston, West Virginia, to the five member evaluation committee regarding their proposals. Vendors will be contacted as to the date, time and place of their presentations. Presentations of no more than 60 minutes should be made by the account executive, and should include a overview of the written bid proposal. The majority of your presentation should focus on the theme "The Bank of State Government." The presentation should include a sample advertising plan and budget for this project. After the oral presentation, the evaluation committee may ask questions regarding the written proposal and the oral presentation. This question period, if needed, will not last longer than 30 minutes and will occur immediately following the oral presentation. After the oral presentation, points will be deducted, if necessary, by the evaluation committee to the areas discussed in Sections 3.2.1 and 3.2.2.

3.3 Special Terms and Conditions:

3.3.1 Insurance Requirements:

The vendor, as an independent contractor, shall be solely liable for the acts and omissions of its employees and agents. The successful vendor shall maintain and furnish proof of coverage of liability insurance for loss, damage, injury (including death) of third parties arising from acts and omissions on the part of the vendor, its agents and employees in the following amounts:

- § For bodily injury (including death): \$500,000 per person up to \$1,000,000 (one million dollars) per occurrence.
- § For property damage: Up to \$1,000,000 (one million dollars) per occurrence.
- § Professional liability: Up to \$1,000,000 (one million dollars) per occurrence.
- § Acts, errors and omissions: Up to \$1,000,000 (one million dollars) per occurrence.

Insurance policy shall remain in effect for the term of the contract.

3.3.2 License Requirements:

All vendors shall provide proof of being in good standing with the West Virginia Bureau of Employment Programs and the Workers' Compensation Commission, as well as being authorized to do business in West Virginia. A copy of the vendor's current Certificate of Insurance from Workers' Compensation will be considered proof of good standing. Any bidder who does not currently have employees within West Virginia must be in compliance with the West Virginia Bureau of Employment Programs and Workers' Compensation Commission prior to the commencement of the contract. All work performed shall comply with all applicable laws, rules, regulations, etc.

PART 4 PROPOSAL FORMAT

4.1 **Vendor's Proposal Format:**

The proposal should be formatted in the same order as stated below, providing the information listed below:

Proposal Form - A Proposal Form is provided for vendors to use. Contents include RFP number and subject, vendor name, vendor business address, vendor FEIN, vendor e-mail address (if any), vendor telephone number, vendor fax number, name of contact person authorized by vendor to bind the vendor, the date the proposal was signed, signature of a person authorized to bind the vendor, and transmittal information as indicated on the Proposal Form.

Table of Contents - Clearly identify the material by section and page number.

Section I - Technical Proposal Response

- A. Desirable Specifications and Mandatory Deliverables (See Section 3.1)
- B. Creative and Project Management Experience (See Section 3.2.3)
- C. Engagement Team (See Section 3.2.2)
- D. Firm Qualifications (see Section 3.2.1)

Section II - Cost Proposal

A Cost Proposal Form is provided for vendors to use. Please complete all sections of the form, as indicated and submit the document in a sealed envelope marked Cost Proposal Form. In addition, a Resident Vendor Preference Certificate has been provided for use by qualifying vendors.

If applicable, sign and submit the attached Resident Vendor Preference Certificate with the proposal.

The STO strongly desires the response to Sections 3.1 and 3.2 be no more than 25 pages with no limitations on information provided as Appendices or Exhibits.

4.2 Evaluation Process:

4.2.1 Method of Evaluation:

The proposals will be evaluated by a committee of five (5) individuals in accordance with the criteria stated. The vendor who meets all the mandatory specifications and attains the final highest point score of all vendors (possible one-hundred 100 points maximum) shall be awarded the contract. The selection of the successful vendor will be made by a consensus of the evaluation committee.

4.3 Evaluation Criteria:

The following are the evaluation factors and maximum points possible for technical point scores:

A. Firm Qualifications	10 Points Possible
B. Engagement Team	10 Points Possible
C. Creative & Project Management Experience and Quality of Response	35 Points Possible
D. Oral Presentation	15 Points Possible
E. Cost	<u>30 Points Possible</u>
Total	100 Points Possible

Each cost proposal cost will be evaluated by use of the following formula for all vendors who attained the Minimum acceptable score only:

$$\frac{\text{Lowest price of all proposals}}{\text{Price of Proposal being evaluated}} \times 30 = \text{Price Score}$$

4.4 Minimum Acceptable Score:

Vendors must score a minimum of 34 points to be eligible to give oral presentations to the evaluation committee. The minimum qualifying score for cost to be opened is 70% of 70 points or a technical score of 49 points or greater to be eligible for further consideration and to continue in the

evaluation process. All vendors not attaining the minimum acceptable score (MAS) shall be disqualified and removed from further consideration.

The State will select the successful vendor's proposal based on best value purchasing which is not necessarily the low bidder. Cost is considered but is not the sole determining factor for award. The State does reserves the right to accept or reject any or all of the proposals, in whole or in part, without prejudice if to do so is felt to be in the best interests of the State.

Vendor's failure to provide complete and accurate information may be considered grounds for disqualification. The State reserves the right if necessary to ask vendors for additional information to clarify their proposals. Nothing may be added to alter the written solution or method contained in the original proposal after the bid opening.

RFP STO#474
WEST VIRGINIA STATE TREASURER'S OFFICE
ADVERTISING AND PROMOTIONAL SERVICES

PROPOSAL FORM

Vendor Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Vendor FEIN: _____

Vendor Phone: _____ Vendor Fax: _____

Contact Person Name: _____ Phone: _____

Vendor Signature: _____

Date Proposal Prepared: ____/____/2007

Addenda to this RFP we have received and reviewed (list): No(s): _____

I. TRANSMITTAL INFORMATION

By submission of this Proposal Form for STO#474, the vendor hereby covenants and agrees:

1. that the person signing this Proposal Form and/or submitting this Proposal Form is authorized to bind the vendor to this proposal/bid;
2. that this proposal/bid shall remain valid for a period of ninety (90) days after the proposal opening date for RFP STO#474; and
3. The vendor specified in this proposal/bid shall comply with all the requirements in the RFP.

Any exception to the terms and conditions of RFP STO#474 and any addenda thereto must be submitted with this proposal as an attachment.

Any contract you desire to have executed and any exception you offer must comply with the law, rules and policies of the Purchasing Division, including the WV-96, which is attached hereto. This proposal is not considered by the State as contingent upon the State's acceptance of any offered exception or proposed revision, and the State assumes no obligation to accept or negotiate terms and conditions or contract with the vendor.

COST PROPOSAL FORM

West Virginia State Treasurer's Office Advertising Services RFP STO#474

Vendor Name:

I. Information

To facilitate evaluation of this RFP, we have included estimations for hours and dollar values. These quantities on the Cost Proposal Form are solely for the purpose of evaluation and are not indicative of any anticipated usage in the future by the STO. There is no guarantee that the STO will use a set amount of Services, or that the STO will use all of the Services.

Amounts quoted must be all-inclusive. No additional amounts, such as for travel or overhead, will be paid to the vendor.

The following information is provided to assist in completing the section below entitled Total Cost of Services Bid.

Hourly Rate:

Senior Ad Executive	\$ _____
Ad Executive	\$ _____
Graphic Artist	\$ _____
Administrative/Secretarial	\$ _____

Vendor should determine its own fair rate and quote the price it will charge for its in-house professional services. This hourly rate will be the maximum rate allowed for conducting work for the STO under a contract resulting from this RFP. Solely for the purpose of evaluation of this RFP, it is estimated that 1,000 hours of hourly rate services will be required annually.

Service Charge _____%

Vendor should determine its own fair rate and quote the percentage it will charge as a handling fee for all outside purchases of media and advertising services and products. The STO will not advance the vendor any amount to pay for outside purchases and will reimburse the vendor for all goods and services only after they are provided. Solely for purposes of

evaluation of this RFP, it is estimated that \$175,000 will be expended annually for outside purchases of products and services.

Example

Hourly Rate	\$55.00
Service Charge	7%
1. 1,000 hours x \$55.00 =	\$55,000.00
2. \$175,000 x 7% =	\$12,250.00
3. TOTAL:	\$67,250.00

II. Total Cost of Services Bid

Insert the amounts you bid for the hourly rate and for the service charge, and then perform the calculations shown. Enter the total of Lines 1 and 2 on Line 3.

- 1. 1,000 Senior Ad Executive Hrs. x \$ _____ (Hrly Rate Bid) = \$ _____
- 2. 1,000 Ad Executive Hrs. x \$ _____ (Hrly. Rate Bid) = \$ _____
- 3. 1,000 Graphic Artist Hrs/ x \$ _____ (Hrly. Rate Bid) = \$ _____
- 4. 1,000 Administrative/Secretarial Hrs. x \$ _____ (Hrly. Rate Bid) = _____
- \$ _____
- 5. \$175,000 x _____% (Service Charge Bid) = \$ _____
- 6. Total Cost of Services Bid: \$ _____

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

LICENSING: Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY: The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit www.state.wv.us/admin/purchase/privacy for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

Vendor's Name: _____

Authorized Signature: _____ Date: _____

