



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
WAN08

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
01/22/2008				

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

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		205-43		
ADDENDUM # 1 RESPONSES TO QUESTIONS AS PER ATTACHED CONTRACT FOR WIDE AREA NETWORK HARDWARE, ***** THIS IS THE END OF RFQ WAN08 ***** 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.

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**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

WAN08  
QUESTIONS AND ANSWERS

1	Q	Is this a new purchase? If not, what is the name of the incumbent contractor?
	A	This is a rebid of a current contract. The current contract is with one vendor and that vendor is Verizon. The new contract will awarded to multiple vendors and a bulletin board will be used to bid out each order.
2	Q	What is the estimated total value of the contract to be awarded?
	A	We do not have an estimated value on this contract.
3	Q	Will this be a firm-fixed price contract?
	A	No. A bulletin board will be set up and each order will be put out for each of the vendors to submit bids. The lowest price meeting all of the requirements will be awarded the order.
4	Q	7.0 On-line Tools 7.1 The vendor must be capable of providing an online configuration tool that provides detailed product and service configurations including detailed pricing. <i>Will this tool need to provide list or final pricing? Does service configurations mean equipment service contracts or hourly vendor service rate?</i>
	A	List pricing is acceptable. When accessing the on-line tools, service configurations would mean equipment maintenance/support costs.
5	Q	2. GENERAL REQUIREMENTS 2.2 The vendor must have the capability of providing 7 day/week, 24 hour/day support of the hardware and software procured from this contract, <del>and shall have the capability to provide remote diagnostics.</del> <i>Please elaborate on remote diagnostics.</i>
	A	If a problem occurs that requires vendor intervention, the vendor must have the capability of accessing the equipment remotely.
6	Q	6.0 PURCHASING PROCEDURES 6.3 Any questions regarding the specifications <b>MUST</b> be submitted to the <del>WAN07</del> contract Administrator at least one working day prior to bid opening. <i>Shouldn't this read WAN08?</i>
	A	Yes
7	Q	Requirement 2.12 requires that the "vendor must stock parts and spares locally in West Virginia" – will sources that we have through partnerships, with WV inventories, that we would propose to use in compliance with this requirement be an acceptable solution?
	A	Yes
8	Q	Under what circumstances will a WV-96 form be required for the

		resultant award?
	A	If the vendor submits his own terms and conditions or provides alternative language to any of the terms and conditions in the RFQ, the vendor must sign the WV-96.