



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
DJS010261

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
JOHN ABBOTT 304-558-2544

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIVISION OF JUVENILE SERVICES  
 VARIOUS LOCALES AS  
 INDICATED BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
09/30/2008				

BID OPENING DATE: **10/21/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				<b>ADDENDUM #01</b>  THIS ADDENDUM IS ISSUED TO MODIFY AND ADD TO THE REQUIREMENTS OF THE ORIGINAL REQUEST FOR QUOTATION SPECIFICATIONS, PER THE ATTACHED.  NO ADDITIONAL QUESTIONS WILL BE ACCEPTED AFTER 10/08/08.		
0001	1	LS		948-76		
				PSYCHOLOGISTS/PSYCHOLOGICAL SERVICES		

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 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, 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 Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

---

**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 case 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: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130

**ADDENDUM NO. 1****ITEM #1****CORRECTION**

Delete the phrase "or Bachelors degree" from the requirements for a Master's Level Social Worker. A Master's degree is required. This requirement is on page 10 of the RFQ and should read as follows.

**Master's Level Social Worker****Required Credentials**

Candidates must have a Master's in social work, psychology or a related behavioral science field from an accredited college or university. Candidates must be currently licensed as a social worker with the West Virginia Board of Social Work Examiners.

**ITEM #2**

Vendor must provide proof of Insurance with a minimum of \$1,000,000 of Professional Liability and Mal-Practice coverage and list the State of West Virginia and the WV Division of Juvenile Services as additional insured parties.

**ITEM #3**

The Division of Juvenile Services agrees to be billed for any training time that the Division of Juvenile Services requires contracted staff to attend. If the training is at an off-site location the Division of Juvenile Services agrees to pay the related travel costs in accordance with the policies of the WV Division of Purchasing Travel Management Office which are applicable to the Division of Juvenile Services.

**ITEM #4**

The Division of Juvenile Services requires that certain contracted staff (Psychiatric Nurse, Program Director, Master's Level Therapists, and Masters Level Social Workers) participate in a clinical on call system. When the staff is contacted regarding an emergency the Division of Juvenile Services agrees to reimburse the vendor at the normal hourly rate for that staff rounded to the nearest quarter of an hour.

SIGN IN SHEET

Page 1 of 1

Date: 9/29/08

Request for Proposal No. DJS 010261 PLEASE PRINT

\* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>Liberty Healthcare Corp.</u>	<u>401 E. City Ave</u>	PHONE <u>610/668-8800</u>
Rep: <u>Charles Sproule</u>	<u>Suite 820</u>	TOLL FREE <u>800-331-7122</u>
Email Address: <u>Charles@libertyhealth.com</u>	<u>Belo Gwyned PA 19004</u>	FAX <u>610/668-5559</u>
Company: <u>First Choice Health Systems</u>	<u>PO Box 3324</u>	PHONE <u>(304) 344-2163</u>
Rep: <u>Steve Burton</u>	<u>Charleston, WV 25333</u>	TOLL FREE <u>888-696-2517</u>
Email Address: <u>Steve@1800gambler.net</u>		FAX <u>(304) 344-2263</u>
Company: <u>PSIMED COLLECTIONS, LLC</u>	<u>P.O. Box 9569</u>	PHONE <u>304-552-9981</u>
Rep: <u>Margaretta Pawley</u>	<u>So. Char. WV 25309</u>	TOLL FREE <u>FAX 1-304-776-7636</u>
Email Address: <u>fpawley@psimedix.com</u>		FAX <u>304-925-0080</u>
Company: <u>PSIMED Corrections, LLC</u>	<u>P.O. Box 9569</u>	PHONE <u>304-380-4004</u>
Rep: <u>Fred Blaylock</u>	<u>So. Charleston WV 25309</u>	TOLL FREE <u>Fax 304-776-7636</u>
Email Address: <u>fblaylock@psimedinc.com</u>		FAX
Company: <u>ALLIANCE FOR CHILDREN</u>	<u>PO Box 3717</u>	PHONE <u>304-342-8477</u>
Rep: <u>Scott BOILEAU</u>	<u>CHARLESTON, WV 25337</u>	TOLL FREE
Email Address: <u>sboileau@allianceforchildren.org</u>		FAX <u>304-342-8478</u>