



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
 EBA170

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF
 SHELLY MURRAY
 304-558-8801

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

EDUCATIONAL BROADCASTING
 AUTHORITY
 600 CAPITOL STREET
 CHARLESTON, WV
 25301-1223 304-558-3400

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/27/2008				

BID OPENING DATE: 09/11/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
----- ADDENDUM NO. 2 -----						
THIS ADDENDUM IS ISSUED TO ADDRESS QUESTIONS/CONCERNS RAISED PRIOR TO THE QUESTION SUBMISSION DEADLINE OF 8/19/2008 SET FORTH IN ADDENDUM NO. 1.						
ATTACHMENT: QUESTIONS AND RESPONSES						
THE BID OPENING DATE HAS ALSO BEEN CHANGED:						
FROM: 9/04/2008						
TO : 9/11/2008						
----- END OF ADDENDUM NO. 2 -----						
0001	1	LS		915-78		
CLOSED CAPTIONING SERVICES						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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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

EBA170

Addendum No. 2

Question:

The contract start date is listed as August 15, 2008. Is this a firm start date? Are there any programs that will require captioning immediately upon award of the contract?

Response:

This is not a firm date since the contract has yet to be awarded. Programming requiring captioning immediately upon award is not known at this time.

Question:

Under section 2.) Specific Captioning Services Expected, what tape format is referred to when referencing "1/2 hour to tape," "1 hour to tape," and "90 minute to tape"? Does this refer to caption encoding (offline) to tape or a live-to-tape (realtime) captioning scenario?

Response:

We occasionally send independently produced programs to the captioner for captioning on DVC Pro 50 tape. We provide the tape stock. The tapes are then sent back to our Network Operations Center.

Question:

In section 1.) Types of productions and projected hours, Governor's Inauguration and State of the State mention needing two captioners. Are there two different audio feeds/announce teams for these events? Or are you simply feeding the same realtime captions to two different encoders?

Response:

There are two different audio feeds; one has our announcers and the other is pool feed audio.

Question:

The official RFQ, page 8, ends with a line marked "total." Do you require the total from the a la carte pricing pages listed here or something else entirely?

Response:

The "total" line on page 8 is simply standardized in the purchasing documentation; please use the a la carte pricing sheet.

Question:

May VITAC add an addendum section separate from the a la carte pricing and RFQ to cover additional information about our company: additional services, staff, etc.? Or, if decision is based solely on pricing, would you like only the pricing pages returned?

Response:

This contract is to be awarded to the lowest bidder meeting the specifications set forth in the RFQ. The other info is welcome for other reasons, but cannot have bearing on the decision of choosing the winning vendor.

Question:

For prerecorded captioning, will WV Educational Broadcasting need the captions to be encoded to tape or DVD?

Response:

To DVC Pro 50 tape. WVPBS will provide the tape stock.

Question:

If encoding of the captions is required, what format of tape or DVD will be needed?

Response:

To DVC PRO 50 tape. WVPBS will provide the tape stock.

The next few questions reference the section of the RFQ "(4) A La Carte Pricing for Types of Captioning Services to be Selected":

Question and Responses:

What type of captioning will be needed for the following programs, live or prerecorded?

1/2 hour to tape (Quantity 4) Pre-recorded Pop on

1 hour to tape (Quantity 4) Prerecorded Pop on

90 minute to tape (Quantity 7) Prerecorded Pop on

Question:

If prerecorded is required, which style is needed, timed roll-up or pop-on?

Response:

Pop-on

Question:

If an encoded captioned tape master is required, what format of tape is needed?

Response:

DVC Pro 50.

Question:

When roll-up captioning is specified, is that prerecorded or live?

Response:

LIVE

Question:

I assume that since it is not specified as "live" that it is prerecorded. Is that correct?

Response:

Not correct, 1/4 hour quantity 136, 1/2 hour quantity 204, and 1 hour quantity 13 were meant to be LIVE. We requested pricing on LIVE pop-on; if that's not possible in the industry, roll up is acceptable.

(Live captioning is always the timed roll-up style).

Question:

Will we be able to differentiate live captioning rates depending on the content of the program?

For example, live captioning for a program with content that is technical (medical or legal) or fast-paced (sports) is generally charged a higher rate than less complex programming, such as legislative meetings. This is because the more technical programs are captioned by a more experienced captioner.

Response:

Only one set of quotations can be considered.

Question:

Is it acceptable to submit bids via an overnight courier service such as FedEx?

Response:

Yes

Question:

What is the closing date and time of the bid period?

Response:

The bid opening date is being extended in this addendum. Bid opening time is always 1:30 PM.

Question:

Will receive the Addendum to the RFQ in the mail or via fax or email?

Response:

The Addendum will be faxed and then followed up in the mail.

Question:

Under 'Total' are we being required to put down the total \$ amount of all individual items of pricing multiplied by the hours specified against the same?

Response:

No, that is not a requirement.