



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
 EDD294370

PAGE
 1

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

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DEPARTMENT OF EDUCATION
 BUILDING 6
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0330

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
07/15/2008				

BID OPENING DATE: 07/25/2008 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 6/18/2008.						
ATTACHMENT: QUESTIONS/RESPONSES						
THE BID OPENING DATE IS EXTENDED:						
FROM: 07/16/2008						
TO : 07/25/2008						
0001	1	EA		924-10		
EVALUATION, EDUCATIONAL						
EXHIBIT 10						
REQUISITION NO.: EDD294370						
ADDENDUM ACKNOWLEDGEMENT						
I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.						
ADDENDUM NO.'S:						

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



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
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	NO. 1					
	NO. 2					
	NO. 3					
	NO. 4					
	NO. 5					
<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p>..... SIGNATURE</p> <p>..... COMPANY</p> <p>..... DATE</p> <p>REV. 11/96</p> <p>----- END OF ADDENDUM NO. 2 -----</p>						

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Addendum No. 2

1. **What third-party individuals, organizations or companies have completed previous SES evaluations for West Virginia?** The 2006-2007 West Virginia SES State Evaluation was awarded via bid process to the University of Memphis, Center for Educational Research and Policy (CREP).
2. **Are you still working with them in any capacity?** No. All interested applicants must submit a bid as required through the Purchasing Division of the Department of Administration.
3. **Are past evaluation reports or related Web sites available for viewing?** No, the past evaluation has not been placed on our website.
4. **Is there an anticipated budget for this project?**
It is the general policy of the Agency to not reveal the estimated costs so as to not influence the bidding process.
5. **One of the Project Requirements is to collect and analyze parent survey data prior to the conclusion of the school year in June 2008, yet the project is not scheduled to be awarded until after June. What is the revised timeline to collect these data, especially with the intervening summer months?** Since our office was not informed of a possible price increase by the previous provider, the bid was distributed later than intended. Therefore, data collection must occur immediately upon bid award. The due date for completion of this project is October 31, 2008. If access to parents to complete surveys proves difficult due to summer break an alternative plan will be to send out surveys in late August.
6. **Our firm uses an hourly billing rate and does not break out indirect costs. Is this acceptable for the cost proposal on this project?** The bidder should list all costs associated with completing this project including the number of hours to complete work. If indirect costs are additional to this amount then those figures should be indicated on the bid. Indirect costs, if applicable, will be capped at the Agency's approved rate not to exceed 9%.
7. **How will parent address information be made available to the contractor for this evaluation project and in what format?** The WVDE, Office of Assessment and Accountability, will work with the provider to provide confidentially appropriate parent address information. Last year, county directors worked in partnership with the WVDE to distribute SES parent surveys to parents of eligible children. These surveys were then returned to the provider for analysis.
8. **How will student achievement data be made available to the contractor for this evaluation project and in what format?** The WVDE, Office of Assessment and Accountability and Office of Technology Information, will work with the provider to provide confidentially appropriate student achievement data for eligible SES students. Last year this stipulation was included within the bid proposal.

9. In reviewing the above-referenced RFQ, I note that both the Scope of Work (on page 9) and the Bid Sheet (on p. 11) indicate that the third task ("Work with district and school staff to obtain addresses for families...") call for administering a parent survey and analyzing the survey data prior to the end of the current school year (June 2008). I also note that the bid opening date is set of July 2, 2008, or 3 days after the third task is to be completed.

Are any of these dates incorrect? If not, please provide additional information about the tasks to be performed and the expected timeline for completing them. See question #5 Response.

Assuming that work on the project will begin in early July with an expected completion date of October 31, 2008, the expected period of performance for completing all required tasks and deliverables is slightly less than 4 months. Is this correct? If not, please describe the expected timeline for completing project requirements. See question #5 Response.

10. On page 11 of the RFQ, the third task states "...collect and analyze data prior to the conclusion of the school year in June, 2008." Due to the bids not being opened until July 2, 2008, this is an obvious impossibility for vendors and inhibits them bidding a cost on this portion of the task sheet. Can this be revised and reflected in an addendum to this RFQ? See question #5 Response.
11. For this particular RFQ, why did WV include an indirect cost "not to exceed 9%" of direct costs? Although we do not argue WVDE's right to do so, we feel low indirect cost requirements penalize larger vendors that are more likely to have the corporate capacity to complete the scope of work. In past WV RFQs, indirect rates were not provided a separate line in the budget with a such a low cap. Previous RFQs requested total costs reflecting all costs, including indirect and travel. Is not the goal of the RFQ to find the vendor with the lowest total bid for the entire scope of work? We respectfully request an addendum to this RFQ to allow for the opportunity of vendors with large corporate capacities to have an opportunity to bid. Vendors with indirect costs in excess of the Agency's indirect cost rate will be capped at the Agency's indirect cost rate. It is the Agency's opinion that this limit should be sufficient to cover indirect cost items of projects of this scope.