



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  
**EDD301670**

PAGE  
**1**

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

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

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
08/19/2008				

BID OPENING DATE: **09/25/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		205-62		
<p>THE WV PURCHASING DIVISION, FOR THE AGENCY, THE WV DEPARTMENT OF EDUCATION, IS SOLICITING BIDS FOR A CONTRACT TO PROVIDE AN INTEGRATED FINANCIAL SOFTWARE PACKAGE TO TRACK AND AUTOMATE VARIOUS COMPONENTS OF THE DEPARTMENT'S FISCAL OFFICE.</p> <p>ATTACHMENTS: SPECIFICATIONS PURCHASING AFFIDAVIT</p> <p>INQUIRES: WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON 09/10/2008. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER, OR EMAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, EMAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRES TO:</p> <p style="text-align: center;">SHELLY MURRAY        DEPARTMENT OF ADMINISTRATION        PURCHASING DIVISION        2019 WASHINGTON STREET, EAST        CHARLESTON, WV 25311        FAX: 304-558-4115        EMAIL: SHELLY.L.MURRAY@WV.GOV</p>						
SEE REVERSE SIDE FOR TERMS AND CONDITIONS						

SIGNATURE	TELEPHONE	DATE
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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 \$125.00 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."

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



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<p><b>EXHIBIT 3</b></p> <p><b>LIFE OF CONTRACT:</b> THIS CONTRACT BECOMES EFFECTIVE UPON AWARD AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p><b>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</b></p> <p><b>RENEWAL:</b> THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p><b>CANCELLATION:</b> THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p><b>OPEN MARKET CLAUSE:</b> THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN</p>						

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<p>CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 04/11/2001</p> <p style="text-align: center;">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</p>						

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<p>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> <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</p>						

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<p>YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX &amp; 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 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>						

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**6**

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

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DEPARTMENT OF EDUCATION  
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SIGNED: ----- TITLE: ----- * 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) NOTICE A SIGNED BID MUST BE SUBMITTED TO: DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130 THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED: SEALED BID BUYER: SHELLY MURRAY / FILE 31 RFQ. NO.: EDD301670 BID OPENING DATE: 09/25/2008						

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**7**

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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
BID OPENING TIME:				1:30 PM		
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						
-----						
CONTACT PERSON (PLEASE PRINT CLEARLY):						
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***** THIS IS THE END OF RFQ EDD301670 ***** TOTAL:						_____

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## GENERAL PROJECT OVERVIEW

The WV Department of Education (WVDE) desires to purchase a procure-to-pay system (P2P) which will automate our purchasing, receiving and invoicing processes. Each of these processes is to be integrated into a single seamless internet-based computer application. The system will allow ordering/requisitioning by office staff throughout the WVDE, approval by various authorities of the WVDE in accordance with existing policy and procedures, generation of appropriate documentation (in either hardcopy or electronic form), perform three way (purchase order, receiving report, and invoice) matching, and allow for the assignment of funding and/or allocations which designate payment information. One of the goals of this project is to reduce or eliminate the necessity of paper to be processed, instead replacing the paper flow with an electronic flow process. If needed in a paper format, reports or documents would have the option of being printed, on an exception basis.

## AGENCY ENVIRONMENT

The WVDE is the state agency responsible for overseeing the primary and secondary public education efforts in the State of West Virginia. The Agency consists of approximately 600 employees, with approximately half located at the headquarters (1900 Kanawha Boulevard East, Charleston) and half located at up to fifty correctional institutions located at various sites throughout the state. Within the Agency there are basically, three tiers of approval in the Purchasing process (see the Purchasing Approval Summary section below) with the following number of individuals responsible for approvals (listed in order from lowest to highest level of authority): middle management (25 individuals), upper management (7 individuals), and executive (2 individuals). Furthermore, in addition to the office approval, each transaction must also be approved by a member of the financial staff (4 individuals).

The WVDE currently operates a Local Area Network (LAN) of approximately 250 desktop PC workstations, printers, one IBM iSeries Server, and several Web/Application servers. Internet access from within the LAN is provided via the State's Wide Area Network backbone. The WVDE maintains its own router between the WVDE LAN and the state backbone.

PC workstations are connected to the LAN via Ethernet connections. Printers are connected either to individual workstations or in some cases to the network via direct Ethernet connections. Several copiers are also connected to the LAN and shared as network print devices and scanning servers.

Unless specifically noted otherwise, it is assumed that the WVDE will install and configure software with no additional costs for doing so. If it is the intent of the bidder to perform installation and configuration, it must be noted in the bid response, along with any applicable costs.

#### PURCHASING APPROVAL SUMMARY

Requisitions may be initiated by any department staff. Approvals are required as follows:

up to \$2,500: must be approved by middle management (or higher) and financial staff

more than \$2,500 up to \$5,000: must be approved by upper management (or higher) and financial staff

more than \$5,000: must be approved by executive and financial staff

#### BID REQUIREMENTS

Purchasing policy generally requires competitive bidding for requisitions in excess of \$2,500. Requisitions in excess of \$10,000 are delivered to the financial office for advertisement as part of a sealed bid solicitation by the WVDE. Requisitions in excess of \$25,000 are delivered to the West Virginia Purchasing Division (Purchasing) for their advertisement as part of a sealed bid solicitation. There are some limited exceptions to the bidding requirements of the WVDE.

#### RECEIVING

Commodity items (as opposed to services) are required, by State law, to be verified through the completion of a receiving report which provides for a three-way match to the purchase order and the invoice. Non-commodity items are not currently required to be verified through a receiving report. Future plans may include the completion of receiving reports for services. Receiving reports may only be completed by individuals who have been granted prior approval by the WVDE Office of Internal Operations. Currently this list of receivers is comprised of slightly more than 200 individuals.

## INVOICING

Invoices are received by the financial office where they are three-way matched with a purchase order and a receiving report. Invoices less than \$2,500 are preferred to be paid through a State issued purchasing card (currently using the VISA platform). Exceptions below this limit and all invoices greater than \$2,500 are paid via State warrant through the WV State Auditor's Office (WVSAO). Currently the financial office utilizes a scanning system on the "back end" to retain copies of the originals which are sent to the WVSAO for completion. It is the intent of the WVDE to begin "front end" scanning to eliminate the need for paper document processing. The culmination of this project will result in the beginning of electronic submission of invoices to the WVSAO (see WVSAO guidance in two documents which set the requirements for electronic invoicing reproduced in Appendix A).

## REQUEST FOR QUOTATIONS SPECIFICATIONS

Note that specifications preceded by "will", "shall", or "must" designate mandatory requirements. Bidders' solutions will be disqualified if these specifications are not met. Language preceded with "should" or "may" is not required, but rather recommended or preferred. These items will not be evaluated in the review of each vendor's bid.

Software application MUST:

### GENERAL REQUIREMENTS

Be an integrated, internet-based solution able to interface indirectly with the State's existing legacy system as well as all other components required of this RFQ (such as receiving and invoicing). Access to various data (such as vendor information, financial account codes, etc.) is generally one day in arrears due to the manner in which the data is made available to the WVDE

Be able to be installed and/or hosted from a local server managed by the WVDE. Bidders should provide (with their bid) a list of minimum specifications for equipment required to operate their software

Allow for installation on an employee desktop utilizing a standard web browser

Allow for user-defined "business rules" to be established which conform to the policies and procedures outlined previously in the Agency Environment section. If a bidder's solution is not in conformity with these procedures the vendor will be required to modify their program to be in conformity with these sections, at NO additional charge to the WVDE

Provide a Sarbanes-Oxley compliant audit trail which may not be altered unless the original information is maintained intact. Changes may be made to the original record in an append fashion only. The audit trail must be maintained for the entire process from requisition to payment and include user identification, time and date stamps for each step of the documents through the system (i.e. creation, approval by each level of authority, receipt of goods, invoice payment, etc.)

Allow for the assignment of financial account codes which consist of a minimum of 23 numeric digits. Furthermore, software must allow for multiple account codes to be entered for any given requisition/purchase order or for allocations of costs using predefined, multiple account codes

Provide online reference or training materials as well as online help for all critical features of the software solution proposed

Allow for inquiries to be viewed by any user detailing the status (both current and historic), location, and date stamp time information for any item within the system

Allow for approvals to be granted over the WVDE's existing network utilizing an internet browser-based system, as well as allowing approval through the WVDE's email system and any email enabled remote device (such as PDAs, iPhones, Blackberry handhelds, etc.)

Allow for the attachment/reference of external information to various forms/data elements in each, at a minimum, of the following formats (.pdf, .xls, .xlsx, .doc, .docx, .jpg, .bmp)

Require attachment of comments/reasons, editable by the WVDE, for rejected documents

Allow for WVDE to set and easily modify business rules governing the entire system (i.e. routing of items through the workflow process, bidding limits, user accounts, role designations, etc.)

Allow electronic signatures (such as approvals) to be attached to the items in the process

Allow for WVDE reporting of data elements using both Crystal Reports and any predefined reports included with the software

## PURCHASE ORDER SYSTEM REQUIREMENTS

Allow for user-defined "business rules" to be established which conform to the policies and procedures outlined previously in the Purchasing Approval Summary and Bid Requirements sections. If a bidder's solution is not in conformity with these procedures the vendor will be required to modify their program to be in conformity with these sections, at NO additional charge to the WVDE

Allow for the ability to create and customize, at a minimum, the following types of documents: purchase orders, contracts/agreements, blanket release orders, and receiving reports

Allow for ordering of items using a hierarchy which would include (at a minimum): consideration of internal resources, pre-existing state-wide contracts, and/or pre-existing agency-wide contracts. This includes the processing of release orders and blanket purchase orders (up to pre-determined limits)

Automatically route documents through the system after successful approvals are granted

Allow for requisitions to be entered in the following manners (at a minimum): new order, duplicate of previous order/repeat order and modification of an existing order

Maintain a hold file for requisitions not yet completed and sent for approval

Contain the ability to perform edit checks of input against tables of allowable data

Seamlessly create a purchase order from an approved requisition. System should also be able to generate a purchase order from a free form or an external online catalog

Allow for the designation and appending of revisions and change orders to the original order

Allow for the automatic generation of purchase order numbering but also allow the manual assignment of same in an exception situation with proper authorized approval

## RECEIVING SYSTEM REQUIREMENTS

Allow for user-defined "business rules" to be established which conform to the policies and procedures outlined previously in the Receiving sections. If a bidder's solution is not in conformity with these procedures the vendor will be

required to modify their program to be in conformity with these sections, at NO additional charge to the WVDE

Seamlessly integrate with other software components (i.e. requisitioning, invoicing, etc.) to prevent re-keying of data previously captured during prior processes

Allow for receiving of both full and partial shipments maintaining the status of all items on an order

Allow for inquiries of both open orders and previously received orders

Allow for queries of each data element (i.e. vendor, requisitioner, item number, purchase order number, dates, item cost, etc.)

#### INVOICE SYSTEM REQUIREMENTS

Allow for user-defined "business rules" to be established which conform to the policies and procedures outlined previously in the Invoicing section. If a bidder's solution is not in conformity with these procedures the vendor will be required to modify their program to be in conformity with these sections, at NO additional charge to the WVDE

Allow for the electronic submission of payment documents (generally invoices and receiving reports) in accordance with the attached standards set forth by the WVS AO—see appendix A

Seamlessly integrate with other software components (i.e. requisitioning, receiving, etc.) to prevent re-keying of data previously captured during prior processes

Export or designation of matched invoices and receiving reports to an accounts payable status to facilitate payment

Allow for partial payment of items shipped, preventing payment for items backordered or not verified as received

Perform edit checks designed to prevent duplicate payment processing

At the option of the WVDE, must allow for automated approval (i.e. without needing human intervention) to export to accounts payable status

#### COST FORMAT

Vendors are encouraged to use the attached cost bid sheet to assist in the submission of their quote. The form has been developed to ensure that all costs are

included with each bidder's response. Additionally, it is intended to facilitate comparable cost information between bidders. However, as long as bidders submit costs in a similar format, bids will not be disqualified.

Any costs omitted from the bidder's response will be assumed to be included in the costs submitted and will generally not be subject to future change orders requesting cost increases.

#### VENDOR EXPERIENCE

Vendors must have completed at least three successful installs of projects having at least similar size and scope to this RFQ within the last five years. Similar size and scope shall be defined as a project in which the software install was at an entity having at least \$5,000,000 in annual expenditures and a total number of users of the software in excess of 250.

#### OPTION PRICING

Vendors are encouraged to provide option pricing for other software components in addition to those required above. Although these costs will not be used in the evaluation of the RFQ award, the WVDE reserves the right to exercise options during the life of the contract. Examples of option pricing might include: features allowing for integration with third party vendors such as suppliers, offsite data management, or other software applications, costs for invoicing processing when purchase orders have not been generated within the software package, costs for modules pertaining to credit card or purchasing card transaction processing, collection of data for seamless integration with fixed asset maintenance, maintaining of supplies or re-order point determination, costs of statistical management tools and/or metrics, and/or collection of budgetary data (including variance analysis, budget to actual comparisons, etc.)

## COST BID SHEET

## Software

Procurement/Purchasing \$ \_\_\_\_\_

Receiving \$ \_\_\_\_\_

Payables \$ \_\_\_\_\_

Implementation (if hourly rates are preferred by the vendor, there must be a maximum fixed quantity with a not to exceed amount noted by the vendor)

Procurement \$ \_\_\_\_\_

Receiving \$ \_\_\_\_\_

Payables \$ \_\_\_\_\_

Education and training, if applicable \$ \_\_\_\_\_

Technical Support (fee is to be quoted as an annual amount, fixed for a total of three years)

\$ \_\_\_\_\_ / year

Maintenance Fees, if applicable \$ \_\_\_\_\_

Licensing fees (vendors must quote the total cost of licenses necessary to provide coverage for the Agency personnel as described in the Agency Environment section above. Licenses may be individual, concurrent, or some hybrid method, but must reflect the total costs of coverage for the total potential users as described)

\$ \_\_\_\_\_

TOTAL RFQ PRICE \$ \_\_\_\_\_



STATE OF WEST VIRGINIA  
Purchasing Division

## PURCHASING AFFIDAVIT

### VENDOR OWING A DEBT TO THE STATE:

**West Virginia Code** §5A-3-10a provides that: 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.

### PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

**West Virginia Code** §21-1D-5 provides that: Any solicitation for a public improvement construction contract shall require each vendor that submits a bid for the work to submit at the same time an affidavit that the vendor has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code. A public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the West Virginia Code may take place before their work on the public improvement is begun.

### ANTITRUST:

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the state of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

### 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](http://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 is in compliance with the requirements as stated.

Vendor's Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_