



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
EHS90087

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
ROBERTA WAGNER 304-558-0067

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

HEALTH AND HUMAN RESOURCES  
 BPH ENVIRO HLTH SERVICES  
 CAPITOL AND WASHINGTON STREETS  
 1 DAVIS SQUARE, SUITE 200  
 CHARLESTON, WV  
 25301-1798 304-558-2981

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/19/2009				

BID OPENING DATE: 03/05/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1 1. QUESTIONS AND ANSWERS ARE ATTACHED. 2. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.  EXHIBIT 10  REQUISITION NO.: EHS90087  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:  NO. 1 ..... NO. 2 ..... NO. 3 ..... NO. 4 ..... NO. 5 .....  I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.						

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."

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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 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



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 Department of Administration  
 Purchasing Division  
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<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. 1</p>						

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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		952-90		
EDUCATIONAL TRAINING COURSES FOR PUBLIC WATER SYSTEM						
***** THIS IS THE END OF RFQ EHS90087 ***** TOTAL: _____						

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**STATE OF WEST VIRGINIA  
PURCHASE CONTINUATION SHEET**

Page \_\_\_\_ of \_\_\_\_ Pages

Requisition / P.O. No.:  
EHS90087

File:  
22

Acct. No.:  
8802-2009-3027-096-253-10400

Spending Unit:  
WVDHHR/OEHS

Vendor: \_\_\_\_\_ P O Date: \_\_\_\_\_

Item No.	Quantity	Description	Unit Price	Amount
		<p>TO ANSWER VENDOR QUESTIONS RELATED TO THE ORIGINAL REQUEST FOR QUOTATIONS.</p> <p>1. Are actors for videos state employees or will the vendor provide the actors as needed?</p> <p>Response: The video actors and/or content do not have specific requirements beyond the minimum of 1 video per lesson and function described under Deliverable 2.B.2. If the vendor does not have appropriate videos to incorporate, vendor will develop using vendor-provided actors.</p> <p>2. Do you foresee the majority of a lesson being narrated (recorded audio)? What percentage of a lesson would require narration? Would you want closed captioning to be available for narrated material?</p> <p>Response: Deliverable 2.B. specifies artwork and narration throughout each lesson. So yes, I foresee the majority of a lesson (estimate at least 80%) being narrated unless there is a video or other audio component. Yes, please provide closed captioning option. Deliverable 1 requires interface meet required agency standards, which will be provided to selected vendor.</p> <p>3. In regards to the printable PDF, does the entire course need to be available in a static printable medium, or would printing only be available for static documents incorporated into the advanced course lessons?</p> <p>Response: The entire course needs to be available in a static printable medium (Deliverable 1 hard copy PDF format).</p> <p>4. Paragraph F on page 9 states "The number of final test attempts shall be recorded." Does the government intend this to be done on the CD?</p> <p>Response: Instead, the number of final test attempts should be limited to 3, the same as the quizzes. Progress throughout should be recorded/displayed for the user information and also on the completion certificate(s).</p> <p>5. Will the vendor provide classroom training beyond user group testing?</p> <p>Response: No. The vendor will work closely with OEHS throughout, but this does not need to be in a traditional classroom setting, as does the test group</p> <p>6. Will part of the maintenance require changes to the curriculum and multimedia?</p> <p>Response: Yes. Any needed changes in content or media identified should be addressed under maintenance. Ideally, the user test group will identify most needed changes for a correct content and functioning end product.</p>		

**STATE OF WEST VIRGINIA  
PURCHASE CONTINUATION SHEET**

Page \_\_\_\_ of \_\_\_\_ Pages

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22

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Vendor: \_\_\_\_\_ P.O. Date: \_\_\_\_\_

Item No.	Quantity	Description	Unit Price	Amount
		<p>7 Page 12 paragraph D notes a cost sheet on page 9. Is this the bid sheet on page 13?</p> <p>Response: Yes this is the same sheet.</p> <p>8. Course and Library total content may total more than a CD-ROM can hold. Would it be all right to use DVD-ROM as the disk standard if that is the case?</p> <p>Response: No. The reason for CD-ROMs is to ensure the Advanced Course and Library will work on a very basic computer. Multiple CD-ROMs is an option to contain all content, but note required deliverable of 2,000 copies of the Advanced Course and Library will still apply.</p> <p>9. If disks are required to work on both PC and MAC systems, would you want the versions to be on separate disks or on a hybrid PC / MAC cd-rom? Depending on content size, and system requirements this may increase file content, again requiring a larger disk format (DVD). If separate disks for PC / MAC are required, would you want 2000 of each?</p> <p>Response: No. The Advanced Course will be provided on 1 disk, functional on both MAC and PC systems. If final content requires multiple CD-ROMs as mentioned under Question 8, 2,000 copies of the complete final product are required.</p> <p>10. Would the training course / library need to be made available in a format designed for people with disabilities to meet 508 compliance standards?</p> <p>Response: Yes.</p>		