



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
HHR90049

PAGE
1

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

VENDOR ROOM

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

HEALTH AND HUMAN RESOURCES
 ADMINISTRATION AND FINANCE
 BUILDING 3, ROOM 447
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305 304-558-2996

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/02/2009				

BID OPENING DATE: 04/14/2009 BID OPENING TIME: 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 4 1. RESPONSE TO VENDOR QUESTIONS RECEIVED AS OF FEB. 26, 2009. (SEE ATTACHED) 2. PLEASE NOTE: EVENT SCHEDULE WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH THE CLOSE OF BUSINESS ON MARCH 12, 2009. ALL INQUIRIES MUST BE DIRECTED TO: ROBERTA WAGNER EMAIL: ROBERTA.A.WAGNER@WV.GOV. RESPONSE TO VENDOR QUESTIONS WILL BE ISSUED ON 3/19/09 3. 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.: HHR90049 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						

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 workplace 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 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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V E N D O R
RFQ COPY TYPE NAME/ADDRESS HERE

S H I P T O
HEALTH AND HUMAN RESOURCES ADMINISTRATION AND FINANCE BUILDING 3, ROOM 447 1900 KANAWHA BOULEVARD, EAST CHARLESTON, WV 25305 304-558-2996

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NO. 5						
<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS. 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>						
REV. 11/96						
END OF ADDENDUM NO. 4						

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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	YR	946-25			
ELECTRONIC BENEFITS TRANSFER (EBT) SYSTEM						
***** THIS IS THE END OF RFQ HHR90049 ***** TOTAL: _____						

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VENDOR'S QUESTIONS AND STATE RESPONSE TO HHR90049 Addendum #4

Q #	RFP SECTION #	RFP SECTION TITLE	QUESTION	RESPONSE
HHS Government Solutions				
1.	1.16	Schedule of Events	In the newly posted RFP PDFs, all the dates in the revised Schedule of Events are blank. What is the new date for Response to Questions?	The response to the questions will be posted by close of business March 19 at: http://www.state.wv.us/admin/purchase/newbu1.htm A revised schedule of events is as follows: Vendor's Written Questions Submission Deadline 3/12/2009, Response to Questions through the close of business 3/19/2009, Bid Opening Date 4/14/2009 at 1:30 PM and Oral Presentation At the State's Option TBD.
2.	3.2.6.2	Project Design - Work Plan	We understand the state's current EBT contract ends August 31, 2009 (Addendum 3 to RFP HHR 90049, Questions and Answers, Question #4) and that you have contract extensions available. If as part of this procurement the state selects a new EBT vendor, the EBT conversion to the new vendor will typically take 9-12 months, well beyond the August 31, 2009 current contract end. Based on this timeframe, and to avoid competitive disadvantage to new vendors, would you please provide guidance as to the contract start date and required conversion date a new vendor should use in the proposed Work Plan?	We have identified the desired contract period as June 2009 in 3.1 with the Design Phase stated in 3.2.6 as "The Design Phase commences with the Contract Award and continues for no more than six (6) month. The Design Phase may be shorter than six (6) months..." The Roll Out and Transition activity is identified in 3.2.9 and in part states "Following successful operations review statewide transition should commence on or about March 1, 2010..." We believe that this is consistent with the 9-12 month period. Additionally, the language within the RFP provides for flexibility as necessary.
3.	3.2.26.1	Card Issuance Requirements	With respect to PINs, Section 3.2.26.1 states that "a pre-assigned PIN will be mailed separately to the client, or as an option the client may select a PIN by telephone." Does this mean the vendor has the option to offer the state OneCall PIN Select instead of mailing PINs or is the option only up to the client?	It is the intent that the client be mailed a pre-assigned PIN separately and have the option to use a one call PIN selection process as needed.
4.	4.1.9	Schedule 3B Customer Service Payphone Charges General	There is no Pricing Schedule 3A. Please advise if Schedule 3A is missing or should Schedule 3B, Customer Service Payphone Charges be renamed 3A?	There is no Pricing Schedule 3A as was our intent.