



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
PEI090009

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
KRISTA FERRELL 304-558-2596

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

PUBLIC EMPLOYEES INSURANCE  
 AGENCY  
 BUILDING 5  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0710 558-7850

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/26/2009				

BID OPENING DATE: 06/16/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				THIS ADDENDUM IS ISSUED TO ADD THE TECHNICAL SPECIFICATIONS OMITTED FROM THE ORIGINAL RFQ IN ERROR.		
				***** END ADDENDUM NO. 1 *****		
0001	1	EA		915-58		
				MICROFILM COVERSION TO DIGITAL FORMAT SERVICES		
				***** THIS IS THE END OF RFQ PEI090009 ***** TOTAL:		

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, the State may deem this contract null and void, and terminate such contract 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

STATE OF WEST VIRGINIA  
**PUBLIC EMPLOYEES INSURANCE AGENCY**



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**REQUEST FOR QUOTATIONS  
FOR  
MICROFILM CONVERSION TO A  
DIGITAL FORMAT**

**May 22, 2009**

# Request for Quotations

For

## MICROFILM CONVERSION TO A DIGITAL FORMAT

### Background and Scope of Work

The West Virginia Public Employees Insurance Agency (PEIA) is the State agency that provides group health and life insurance for state, county and municipal employees. Coverage is provided for more than 210,000 West Virginians active and retired members.

The PEIA has historically used a variety of storage mediums to retain an accurate record of its members medical and life insurance enrollments, coverage changes, etc. Microfilm was used for many years and is still relied upon daily to retrieve life insurance information that is needed upon the death of a PEIA member. The records retained in this medium are cumbersome to recall and are becoming subject to deterioration with age. It is also increasingly difficult to maintain the microfilm reader equipment as parts and skilled repairmen are becoming hard to locate.

PEIA is now in a business conversion that will include a Custom Relations Management (CRM) program allowing all PEIA documents, third-party administrator functions, member telephone call activities, medical and life insurance changes to be recalled by the PEIA Customer Service Representative (CSR) instantly in a digital format. The historical documents retained in microfilm must be converted to a digital format to allow for their integration into the CRM system.

PEIA is a covered entity and is governed by the rules set forth in the Federal Health Insurance Portability and Accountability Act (HIPAA). The information retained on the microfilm to be converted is considered to be Protected Health Information (PHI) and must be secured against unauthorized disclosure.

The successful vendor will be expected to convert 8 microfilm cartridges containing approximately 110,467 images. The vendor should be aware that the images are not numbered, but are blips only. All film images are the same size blip. The majority of the images are multi-page of a doc type CV.

**Basic Bidder Qualifications:**

The Bidder must be able to meet the following qualifications.. Vendors unable to meet all these qualifications will not be considered for award.

- Must be able to convert microfilm cartridges to a .TIF format;
- Can provide double-blind indexing for 100% quality control in matching the images with the PEIA database in conformity with the index data design in Appendix A;
- Provide for visual quality on converted images;
- Can perform auto-cropping, de-speckling and de-skewing of images;
- Can deliver the converted images to the PEIA via a secure FTP site.
- Provide at least three (3) references for previously performed work of a comparable size and function with a contact person and telephone number.

**Cost Estimate**

<b>Work to be Performed</b>	<b>Price per image</b>	<b>Total Price</b>
Scanning, processing, fix, convert and QC 110,467 Images	_____	_____

**Appendix A**

Multiple and single page documents index info:

<b>Field name</b>	<b>Data Type</b>	<b>Field Length</b>	<b>Field Format</b>
SSNUM	SSN	11	NNN-NN-NNNN
LASTNAME	TEXT	VARIABLE 1-35	ALPHA NUMERIC
FIRNAME	TEXT	VARIABLE 1-15	ALPHA NUMERIC
MIDINIT	TEXT	VARIABLE 1-12	NOT REQUIRED
DOCTYPE	USER-DEFINED LIST	43	"SEE LIST BELOW"
RECEIVED DATE	DATE	10	MM-DD-YYYY
SCANDATE	DATE	10	YYYY-MM-DD