



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
06/11/2009				

BID OPENING DATE: 06/23/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 2						
THIS ADDENDUM IS ISSUED TO:						
1.) ANSWER TECHNICAL QUESTION SUBMITTED PRIOR TO THE DEADLINE. **NOTE: QUESTION 27 WILL BE ANSWERED BY SUBSEQUENT ADDENDUM.						
2.) EXTEND THE BID OPENING DATE: BID OPENING DATE IS EXTENDED TO: 06/23/2009 BID OPENING TIME REMAINS: 1:30 PM						
***** END ADDENDUM NO. 2 *****						
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."

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

RFQ#: PEI090009
Addendum No. 2
Technical Questions and Answers

Question 1: What is the required index format: comma/pipe delimited, etc?

Answer: Comma

Question 2: What is the required image resolution: 300dpi?

Answer: Yes

Question 3: Is the film duplex?

Answer: Yes

Question 4: What length are the film rolls?

Answer: 215

Question 5: Where is the index information found on each document; is it in a consistent place?

Answer: Yes/Yes

Question 6: Can vendor have access to database? Is all index information contained in database?

Answer: Yes/Yes

Question 7: Do the forms change format through the years?

Answer: Yes

Question 8: What is the average number of pages per document?

Answer: Various, two to three is most common.

Question 8: Must all indexing be conducted in the U.S.?

Answer: Yes

Question 9: What is the project turnaround time?

Answer: No specific date has been set.

Question 10: Are the rolls 16mm or 35mm?

Answer: 35mm

Question 11: What is the estimated number of rolls to be scanned?

Answer: 9

Question 12: What is the estimated number of frames per roll?

Answer: 15,700

Question 13: Is the film 100' or 215' in length.

Answer: 215'

Question 14: Is the film Silver Original or Diazo Duplicate?

Answer: Silver Original

Question 15: Is the film blipped? Is so at page level or document level?

Answer: Yes it is blipped. Page Level

Question 16: What is the required resolution (200dpi or 300dpi) and file format (tif or pdf)?

Answer: 300dpi/tif

Question 17: What is the overall condition of the film? How old are the rolls?

Answer:

Good (clean, sharp images) Average age < 10 years

Fair (some scratches) Average age 10 to 20 years

Poor (poor quality) Average age > 20 years

Question 18: What is the image polarity on the film? Check one:

Answer:

Positive (clear background/opaque characters)

Negative (opaque background/clear characters)

Question 19: Is the film in cartridges?

Answer: Yes

Question 20: Is the positioning of documents on the film consistent?

Answer: No

Question 21: Are documents on the film skewed?

Answer: Yes

Consistent Skewed

Question 22: If yes, what percentage are skewed?

Answer: 95%

Question 23: What are the indexing requirements? If at document level or page level please define the indexing requirements in detail.

Answer: The indexing requirements should be appended to the RFQ.

Question 24: Does a database exist with any or all of the index values?

Answer: Yes

Question 25: If yes, can that database be used in the conversion?

Answer: Yes

Question 26: Does the database link to the roll & frame numbers?

Answer: Yes, It doesn't go the exact frame.

Question 27: Are quality acceptance standards for document imaging already established for this project?

Answer: To be answered by subsequent addendum.

Question 28: I think I know what "Double Blind" indexing is, but I would like to be told exactly what that process is.

Answer: Double Blind indexing is when the operator is required to enter a defined set of data twice prior to the process being allowed to continue. Both entries must match to ensure they are correct. This is very similar to a company having a web page that asked that you enter your e-mail address twice to ensure accuracy. The main field that PEIA would want double blind entry would be the social security number.

Question 29: While I could do the conversion in-house, I could get you a much better price if I could send it to an outsource connection I have in another state. They have done most of our conversion work in the past because they are better equipped and can do it for less and faster than I can. They would convert the images to tif format and I would index them here and Ftp them to you. So my question is, if they meet all requirements, am I allowed to outsource the conversion and save you some money?

Answer: PEIA is not opposed to the successful vendor sub-contracting the work as long as the vendor understands that the quality of the work and the delivery deadlines, etc. remain the responsibility of the vendor. It should also be remembered that the images to be converted are Protected Health Information (PHI) under the definition of the Federal HIPPA Act and the vendor would be responsible for the security and confidentiality of the images and must ensure that the sub-contractor complies with the privacy rules imposed under that law.