



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
SEC960032

PAGE
1

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

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DEPARTMENT OF ADMINISTRATION
 OFFICE OF THE SECRETARY
 BUILDING 1, ROOM E119
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0120 558-2300

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/07/2009				

BID OPENING DATE: **05/14/2009** 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 ALL TECHNICAL QUESTIONS SUBMITTED PRIOR TO THE DEADLINE,						
2.) PROVIDE A COPY OF THE MANDATORY PRE-BID ATTENDEE LIST						
BID OPENING DATE REMAINS: 05/14/2009						
BID OPENING TIME REMAINS: 1:30 PM						
***** END ADDENDUM NO. 2 *****						
0001	1	LS		961-20		
STATE AGENCY PERFORMANCE AND PROGRAM REVIEW						
***** THIS IS THE END OF RFQ SEC960032 ***** 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, 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."

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

1. Have any of the departments that fall under the Governor's Office had any type of efficiency study or performance review in the last 3 years? If so who conducted the study or review?

Yes, there have been efficiency studies/ performance reviews conducted, within the last 3 years, on departments that fall under the Governor's Office. The work was completed by Public Works, LLC.

2. By when would the studies need to be conducted and completed in order to impact the next budget cycle?

Budget requests are to be submitted in September; however, the final budget is not normally approved until March of the following year. Most likely, the studies would need to be completed by December to ensure sufficient time to include in the next budget cycle.

3. How will bidders required to conduct an oral presentation be determined?

Bidders meeting all of the mandatory specifications will be expected to conduct an oral presentation.

1. Once this RFP is awarded, will the State break the resulting work down into individual work orders (say on an agency-by-agency basis) that will be negotiated for hours and scope of work? If so, will there be one report per agency or do you anticipate a comprehensive report of all agencies studied?

Once this RFP is awarded, the State will, as needed, request work be conducted in certain areas on an agency-by-agency basis with the hours of work being negotiated. The exact scope of work will also be agreed upon. Depending upon, the scope of work there may be one report per agency or a comprehensive report of all agencies studied.

2. Please confirm that there is no requirement for participation by Historically Underutilized Businesses/Minority or Women owned Businesses/ Disadvantaged Businesses, etc.

There is no requirement for participation by Historically Underutilized Businesses/Minority or Women owned Businesses/ Disadvantaged Businesses, etc.

3. Does the State have an estimate of how many agencies might be reviewed?

At this time, the State does not have an estimate of how many agencies may be reviewed.

4. What is the nature of the anticipated continuing implementation and policy support requested in the RFP? Would the State please elaborate?

Assistance could required to ensure recommendations/policy changes, from studies/reviews, are followed and implemented.

5. Does the State desire the consultant to focus more on reducing costs, enhancing revenue, or providing more efficient and effective service? Or are all three equal considerations?

All three would require equal consideration.

6. Please confirm that the consulting work does not need to be performed under Government Auditing Standards, AICPA audit or consulting standards, or internal audit standards.

The consulting work does not need to be performed under Government Auditing Standards, AICPA audit or consulting standards, or internal audit standards.

7. What prompted the RFP? Are there any specific challenges or improvements desired as a result of this engagement?

The prior contract expired. The State is looking for ways to reduce costs, enhance revenue, and provide more efficient and effective services.

8. Will all agencies within the purview of the Governor's Office be subject to review, or only selected ones? Also, please confirm that agencies under other elected officials/cabinet positions will not be subject to review.

All agencies within the purview of the Governor's Office will be subject to review. Agencies under other elected officials/cabinet positions will not be subject to review.

9. Does the State foresee a need for risk assessment services to select agencies or programs for review?

Not at this time.

10. Is the State interested in any particular type of budget analysis, or is it looking for a general knowledge of State budgeting in general and/or experience with the budgets of other States?

General knowledge of State budgeting in general and/or experience with the budgets of other States.

11. The State mentions in its RFP that it desires experience with revenue maximization for State Medicaid programs. Is the State also willing to consider cost savings and/or cost recovery options? How important is the idea of revenue maximization to the State?

That State would be willing to consider cost savings and/or cost recovery options. The State is looking for any avenue to maximize revenue and/or reduce expenses.

12. Are there any areas of public policy that the State is particularly interested in?

No specific areas.

13. Please expand on the need for interdisciplinary and interagency project experience. Are there any current or currently anticipated projects of this nature that would subject to review? Or is this in anticipation of requiring the successful bidder to help implement recommendations that might cut across agencies or programs?

Currently there are no anticipated projects of this nature. This is in anticipation of requiring the successful bidder to help implement recommendations that might cut across agencies or programs.

14. The RFP mentions the need for conducting surveys of stakeholders. What type of surveys and stakeholders are anticipated?

The surveys could be either formal or informal (public hearings, questionnaires or interviews) and either written or verbal. Stakeholders could be state agencies or recipients of state provided services.

15. Please confirm that the Pew Center study would not have a significant effect on the conduct of this engagement, or if it would, please describe the anticipated effect.

The Pew Center study would not have a significant effect on the conduct of this engagement.

16. Please confirm that the State does not anticipate any significant work in the information technology arena. If this is not the case, please describe any anticipated work.

The State does not anticipate any significant work in the information technology arena.

17. Please confirm that this contract will be awarded to a single vendor.

The contract will be awarded to a single vendor.

SIGN IN SHEET

Request for Quotation Number: **SEC960032**

Date: **04/22/2009 @ 10:00 am**

PLEASE PRINT LEGIBLY. THIS INFORMATION IS ESSENTIAL TO CONTACT THE ATTENDEES IN A TIMELY MANNER. FAILURE TO DO SO MAY RESULT IN DELAYS IN YOUR COMPANY GETTING IMPORTANT BID INFORMATION.

Firm Name:	WV Purchasing Division
Firm Address:	2019 Washington St. East Charleston, WV 25305
Representative Attending:	Krista S Ferrell, Buyer Supervisor
Phone Number:	304-558-2596
Fax Number:	304-558-4115
Email Address:	krista.s.ferrelle@wv.gov

Firm Name:	Arnettd Foster, P.L.L.C.
Firm Address:	101 Washington St. E. Charleston, Wv 25301
Representative Attending:	Douglas Holden
Phone Number:	(304) 346-0441
Fax Number:	(304) 346-8333
Email Address:	doug.holden@afnetwork.com

Firm Name:	PUBLIC WORKS LLC
Firm Address:	1690 F. STRASBURG RD. WEST CHESTER, PA 19380
Representative Attending:	MARION REITZ
Phone Number:	609.828.9492
Fax Number:	609.953.9186
Email Address:	MREITZ@PUBLIC-WORKS.ORG

Firm Name:	Clifford Gunderson LLP
Firm Address:	9600 North MoPac Expressway, Suite 325 Austin, TX 78759
Representative Attending:	Susan C. VanHoover
Phone Number:	(512) 342-0800 x47422
Fax Number:	(512) 342-0820
Email Address:	susan.vanhoover@cliffordpa.com

Firm Name:	Public Consulting Group Inc.
Firm Address:	148 State Street 10th Floor Boston, MA 02109
Representative Attending:	Thomas Aldridge Sean Huse
Phone Number:	617-426-2026
Fax Number:	617-426-4632
Email Address:	shuse@pcgus.com

Firm Name:	FINANCE DIVISION
Firm Address:	WV Dept of Admin 2101 Washington St East Charleston, WV 25305
Representative Attending:	Ross Taylor, Finance Director
Phone Number:	304 558-6181
Fax Number:	304 558-1950
Email Address:	Ross.A.Taylor@wv.gov

PRE-BID CONFERENCE
SIGN IN SHEET

Request for Quotation Number: SEC960032

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Firm Name:	Randall Bowler
Firm Address:	Public Financial Mgt. Inc./PFM 2600 Grand Avenue, Suite 214 Des Moines, IA 50312
Representative Attending:	
Phone Number:	515-243-2600
Fax Number:	515-243-6991
Email Address:	

Firm Name:	JAMES L. PITECO
Firm Address:	Governor's Office
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	Rachel Shanleau
Firm Address:	Acadia Environmental Suite 1600 Laidley Tower 500 Lee St. Charleston, WV 25301
Representative Attending:	
Phone Number:	304-340-1396
Fax Number:	304-340-8167
Email Address:	

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	

Firm Name:	Andres Bernal
Firm Address:	MGT of America Inc. 2123 Centre Point Blvd. Tallahassee, FL 32308
Representative Attending:	
Phone Number:	850-386-3191
Fax Number:	850-385-4501
Email Address:	abernal@mgtamer.com

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	