



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  
 BCF10074

PAGE  
 1

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

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

HEALTH AND HUMAN RESOURCES  
 BCF - COMMISSIONER'S OFFICE  
 350 CAPITOL STREET, ROOM 730  
 CHARLESTON, WV  
 25301-3711 304-558-4682

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/23/2010				

BID OPENING DATE: 04/01/2010 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.: BCF10074						
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. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
  4. 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.
  5. Payment may only be made after the delivery and acceptance of goods or services.
  6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
  7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
  8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
  9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
  10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
  11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
  12. **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.
  13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at [www.state.wv.us/admin/purchase/vrc/hipaa.htm](http://www.state.wv.us/admin/purchase/vrc/hipaa.htm) and 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.
  14. **CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
  15. **LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, and the West Virginia Insurance Commission. The vendor must provide all necessary releases to obtain information to enable the director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
  16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.
- I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. 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. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. 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
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).



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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            .....            COMPANY            .....            DATE</p> <p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009</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		968-77		
CHILD ABUSE PREVENTION GRANTEE'S PROTECTIVE FACTORS						
***** THIS IS THE END OF RFQ BCF10074 ***** TOTAL:						

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**Submitted Vendor Questions and Responses  
BCF10074**

1. Currently how are the FSOS surveys being tabulated and reported out to Starting Point Family Resource Centers?

*The surveys are not currently being tabulated and reported back to the Starting Points Centers.*

2. What are the technology capabilities at the 16 centers?

*The technology capabilities vary from Center to Center. The FSOS survey is being administered by paper and pen and sent to the Division of Early Care and Education for collection and analysis.*

3. Under Task 1 it mentions running an analysis based on existing FSOS database parameters for each program. What type of analysis needs run on the existing database parameters? And what are the existing database parameters?

*Reports can be ran from the existing FSOS database using the utilities section. Reports include averages of demographic information and measure changes on the retrospective test items.*

4. Has the BCF ever conducted a review of its survey procedures? If so, what was the outcome of the review?

*No, not in relation to Child Abuse Prevention Programs.*

5. Who are the different groups or offices involved in the BCF workgroup?

*Bureau for Children and Families, Division of Early Care and Education, Division of Children and Adult Services, Child Abuse prevention grantees*

6. How many BCF grant managers and program staff will require training under Task 4?

*Ten to Fifteen.*

7. Where will the three (3) grantee coalition meetings be held?

*Locations are TBA but will be held within the borders of WV.*

8. This is presented as an open-end blanket contract yet the requirement is very specific as evidenced by the specific tasks listed in the RFQ as well as specific deliverables. Please clarify.

*The project term is one year with a possible one year extension. It is open ended as it will have a fixed hourly rate and will be for up to 150% of the estimated hours, not to exceed those hours necessary to complete the listed tasks.*

9. On page 7, there is mention of the Family Support Outcomes Survey (FSOS) being conducted. Please let us know who is conducting this survey at this time? How long have they been providing this service to the DHHR?

*The FSOS is currently being administered to clients by staff at the Starting Points Family Resource Centers. They have been doing this for one year. The surveys are then sent to the Division of Early Care and Education. Entry into the database and analysis has not occurred.*

10. If there is an incumbent, how long have they been doing this for the BCF?

*There is no incumbent.*

11. If there is an incumbent, what is their annual budget?

*There is no incumbent.*

12. There is also mention of a Protective Factors Survey (PFS). Is this survey also being used at this time?

*No.*

13. Under Project Scope on page 7, under Task 1, the requirement is for the vendor to gather and enter FSOS data from this past fiscal year. Can you provide the number of surveys needing data entry and the number of grantees from whom we need to gather data?

*There are approximately 125 surveys that have been gathered from the Starting Points Family Resource Centers and sent to the Division of Early Care and Education. The consultant will receive the surveys from the Division of Early Care and Education.*

14. What is the format of the existing FSOS database?

*Microsoft Access*

15. Can you provide some parameters to the TA described in Task 2? For example, how many webinars, conference calls, or other meetings/consultations are anticipated? A rough number of each will help us with our cost estimate. If that is not available, should we just use the 100 hours indicated in the cost sheet? Will we be able to stick to these hours once the project starts?

*The Technical Assistance will be needed based on the needs of the group. We are unable to speculate beyond the average number of hours estimated. The awarded contract may not exceed 150% of the estimated hours.*

16. Please confirm that the vendor will only be required to make 3 trips to attend coalition meetings?

*Yes, that is the expectation.*

17. In the cost sheet, 200 hours are included for Task 6. Is this just an estimate or does BCF believe that these hours will be adequate to cover all the subtasks required under Task 6 for the whole second year? Is it possible for the BCF to provide hourly breakdowns by deliverables for this task?

*The necessary hours for the second year task (#6) will depend on the deliverables produced by the first year of work. Necessary hours may vary depending on whether a pilot or a statewide roll-out of the survey occurs. Estimated hours on the Vendor Bid Summary are being increased to 400 hours (see attached).*

18. Is there a preference for a WV-based business over an out of state business in making an award?

*See the Vendor Preference Certificate that is attached to the RFQ for guidelines on vendor preference.*

19. Will a small business get preference over a large business?

*See the Vendor Preference Certificate that is attached to the RFQ for guidelines on vendor preference.*

### Vendor Bid Summary

Task	Estimated Hours	Vendors Bid Per Hour (inclusive of all travel and expenses)	Estimated cost per task (Estimated hours x Vendor's Bid Per Hour)
#1 Family Support Outcome Survey Analysis	30		
#2 Technical Assistance	100		
#3 Adaptation/Development of a User-Friendly Client Survey	100		
#4 Development and Implementation of collection and analysis procedures	150		
#5 Implementation of Survey	100		
#6 Implementation of Design of Survey & Reporting (Second Year)	400		
Total	880		

**Vendor must bid all tasks listed above. Vendor must provide documentation supporting the meeting of all Mandatory Qualifications as listed.**

**Vendor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_