



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
BPH10027

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
 BPH - THREAT PREPAREDNESS

 505 CAPITOL STREET, SUITE 200
 CHARLESTON, WV
 25301 304-558-1218

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
10/09/2009				

BID OPENING DATE: 10/22/2009 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.: BPH10027 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
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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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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



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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</p> <p>..... COMPANY</p> <p>..... 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	JB		924-35		
PLANNING DEVELOPMENT & EXECUTION OF HOMELAND SECURIT						
***** THIS IS THE END OF RFQ BPH10027 ***** TOTAL:						

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Questions regarding RFQ #BPH10027 to provide HSEEP compliant exercise services:

1. How many exercise sites will be activated during the two-day functional exercise? (i.e. PODs, RSS, EOCs, etc)?
Answer: There are 9 sites that would require exercise controllers.
2. Is it anticipated that contractor provided exercise controllers will be assigned to each site? If not, what sites will not require control staff?
Answer: Yes, the contractor is expected to provide an exercise controller for each of the 9 sites.
3. Is there an expectation of the contractor to assist in development/delivery of press releases prior to and after each of the exercises?
Answer: No, there is no expectation of assistance with press releases either before or after an exercise.
4. Will the CDC participate in the two-day functional exercise by providing the TED and TARU team?
Answer: No, there is no expectation of CDC participation in the exercise.
5. The second exercise is described as "two day functional". Will exercise play continue overnight or will play be limited to a certain number of hours each day (i.e 8 AM to 5 PM)?
Answer: There will be no after hours exercise play. Play would be limited to work hours (8 am to 5 pm).
6. Is there a required proposal format or outline that includes a limitation on number of pages, type of binding, and number of original and copies to be submitted?
Answer: Deliverable 6 answers questions related to the number of copies and the format that is required. There is no requirement for the type of binding or any limitation on the number of pages. In the RFQ General requirements , item 4, timeline guidance is provided for delivery of all required documents developed.
7. On June 11 and 12, 2009 the Kanawha-Charleston Health Department conducted a mass prophylaxis/SNS exercise. Will the After Action Report (AAR) for that exercise be made available to the contractor selected to provide the CRI exercise services?
Answer: Yes, any applicable AAR's for previous exercises will be available to the contractor for review.
8. What is the not to exceed budget amount for the scope of work described in the RFQ?
Answer: This information not available to bidders.
9. Please confirm that life of contract is award to August 8, 2010.
Answer: The date on the RFQ form, page 1 is a mistake. The correct data can be found in the project information provided by the Agency which begins on pg. 5. The contract would run from date of award of contract to August 8, 2010. This is to parallel the CDC grant period. While the contract also states: "This contract will be effective (date set upon award) and shall extend for the period of one (1) year, at which time the contract may, upon mutual consent, be renewed. Such renewals are for a period of up to one (1) year, with a maximum of two (2) one year renewals, or until such reasonable time thereafter as is necessary to obtain a new contract."

the agency cannot pay for activity after the August 8, 2010 date unless a contract extension has been agreed upon.

10. Does all planning conferences have to be conducted in person or may at least one be completed via teleconference?
 Answer: The agency would be agreeable to the midpoint or MSEL planning conference being done via teleconference. All other planning conferences would need to have at least one contract representative available in person.
11. Can planning conferences be held concurrently? For example, can the MPC for the first exercise be held concurrently (same day or consecutive day) with the IPC for the second exercise.
 Answer: Yes, planning for the exercises can be done concurrently to minimize travel expense.
12. Do you have a sense of the number of different agencies/organizations that would be represented at the TTX?
 Answer: The Bureau for Public Health has 11 Offices and Centers and one central finance unit.
13. Do you anticipate this being a true Functional Exercise, intended to test command and control with all other activities simulated or are you looking to test the actual dispensing and related activities? If so, shouldn't this be a Full Scale Exercise?
 Answer: The state will be exercising functionally and it is anticipated that each CRI county will exercise functionally. For any county that chooses to move to a full scale exercise (and practice actual dispensing with volunteers) rather than functional, any additional burden that arises from this decision will be the responsibility of the county to assume.
14. Will the vendor be responsible for recruiting and managing volunteers to simulate the public at POD sites?
 Answer: No, the vendor would not be responsible for securing volunteers should they be needed. That task will be delegated to each participating local health department that needs volunteers.
15. Is the selected vendor expected to oversee exercise play in CRI counties or just the state component? If the former, how many county locations do you anticipate playing?
 Answer: The contractor is expected to provide an exercise controller for each of the participating venues (total of 9). Deliverable 5 lists the counties participating.
16. Can we assume that having MEPs will satisfy the HSEEP requirement?
 Answer: HSEEP requirements are extensive and include the planning process, evaluation process, creation of AAR's and implementation of IP's. The contractor must be HSEEP trained and intimately familiar with all HSEEP processes and able to create/conduct HSEEP compliant exercises.
17. Can we assume that the State of West Virginia will provide exercise location, venue and food/refreshments for this program?
 Answer: The answer to this can be found in the RFQ under agency contribution to contract deliverables.
18. What are the budget limitations associated with the completion of this contract?

Answer: This information is not available to bidders.

19. On page 6 of the RFQ, it says that "Vendors must demonstrate general working knowledge of the Strategic National Stockpile (SNS) program and Rand metric requirements". We do not understand what "Rand metrics" are. Do you mean DSNS Metrics for CDC PHEP Cooperative Agreement? (that is everything that state/local agencies need to do for grant funding under SNS and CRI).

Answer: Yes, the DSNS Metrics were created by the Rand Corporation

20. Page one of the RFQ states that the contract extends to August 8, 2009, we assume it means to state August 8, 2010, is that correct?

Answer: The date on the RFQ form, page 1 is a mistake. The correct data can be found in the project information provided by the Agency which begins on page 5.

21. For the functional exercise, how many dispensing sites will be established in each jurisdiction?

Answer: One POD per participating CRI county (total of 7).

22. How many conferences are expected to be conducted for each year?

Answer: The question is answered in Deliverable 3.

23. Is there a price ceiling for this contract?

Answer: Budget limitations are not available to bidders.

24. Is this a new requirement? And if not, who was the incumbent, and what money was allocated to that project?

Answer: Exercise requirements are not new, however, there is no incumbent contractor. Exercise requirements have been filled/shared by multiple staff in the past.

25. Will there be any advance technology requirements for the tracking of the SNS or to measure the efficiency of the prophylaxis distribution?

Answer: WV utilizes a computer software program for tracking of inventory. The contractor will have no advance technology requirements to access the inventory management system other than an internet connection. Rand Metrics would be used to measure the associated through put and set up of point of dispensing sites.

26. According to the RFQ, the agencies contribution to the deliverables would include: "Provide HSEEP trained evaluators and other evaluators as necessary to adequately evaluate the COOP exercise and the state SNS components of the CRI exercise". Does West Virginia Department of Health and Human Resources expect the contractor to provide additional evaluators beyond the evaluators identified by the agency?

Answer: No, the contractor will not be required to provide any evaluators. All evaluators will be secured by the state and local health departments.

27. Please clarify the following (found on pg. 5 of the RFQ): "Deliverable 5...one (1), two (2) day exercise". Realizing that exercise plans are yet to be developed, is it the vision of CTP to conduct the functional exercise for two, 8-10 hour days or 48 hours of continuous play?

Answer: There will be no after hours exercise play. Play would be limited to work hours (8 am to 5 pm).

28. Is there an incumbent for this work?
Answer: There is not an incumbent contractor. Exercise requirements have been filled/shared by multiple staff in the past.
29. Will the vendor need to manage and staff a Simulation Cell for the Functional Exercise, or will West Virginia assume this responsibility?
Answer: There are no plans to establish a separate sim cell other than play that is generated out of the PH IC.
30. Are the Quotation Forms the same as the RFQ Addendum for Exercise Contractor that comprises pages 12 through 16 of the RFQ? Are Word versions of the form available?
Answer: The RFQ addendum is the cost sheet for BPH10027, broken down per deliverable and should be recorded on the sheet and page 1 of the template. No, word versions of the form are not available.
31. The 'Instructions to Bidder' requests that the vendor use the provided quotation forms when responding to the RFQ. The 'General Requirements' on page 6 request additional information that details the vendors experience in conducting exercises. Hence, our question: Should the additional information about qualifications be submitted with the quotation forms or will that information be collected from the successful bid at a later time?
Answer: The information should be submitted with the quotation forms.
32. Please explain the following (found on pg. 3 of the RFQ): "A convenience copy would be appreciated". Is this simply a complete copy of the bidder's response to the RFQ? How many copies of the bidder's response should be submitted?
Answer: Yes, a convenience copy would be a complete copy of the bidder's response to the RFQ. An original and one copy should be submitted.
33. Is there a delivery address for the proposal that can be used for a FedEx delivery?
Answer: See page 3 of RFQ.
34. Is the proposal due date the same as the bid opening date of October 22, 2009 at 1:30PM?
Answer: Yes
35. What is the anticipated date of award and initiation of work?
Answer: Anticipated date of award and initiation of work cannot be determined at this time due to reviews.
36. Are there instructions for the contents requested in the sealed bid?
Answer: See page 3 of RFQ.
37. What type of contract will be awarded: FFP, T&M, CPFF...etc.?
Answer: Agency contract.