



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFO NUMBER
DPS1030

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
BUYER 32
304-558-2544

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

WEST VIRGINIA STATE POLICE

4124 KANAWHA TURNPIKE
SOUTH CHARLESTON, WV
25309 304-746-2141

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
06/07/2010				

BID OPENING DATE: **06/29/2010** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
----- ADDENDUM NO. 2 -----						
<p>THIS ADDENDUM IS ISSUED TO ADDRESS THE QUESTIONS RECEIVED PRIOR TO THE QUESTION SUBMISSION DEADLINE OF 05/28/2010.</p> <p>ATTACHMENTS: QUESTIONS AND RESPONSES FORENSIC LABORATORY CASE SUBMISSION FORM PRE-BID SIGN IN SHEET</p> <p>THE BID OPENING IS EXTENDED: FROM: 06/17/2010 TO : 06/29/2010</p>						
----- END OF ADDENDUM NO. 2 -----						

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. 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 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).

DPS1030

Addendum No. 2

QUESTION

Page 15 below could you please clarify what you are looking for.

10.1 The vendor shall ensure that the system provides timely responses to inquiries. The vendor shall provide a list of standard inquiries / transactions available through the proposed system with associated response times.

RESPONSE

We are looking for a way to query the system to see statistical information such as backlog, turn around times, cases worked per analyst, etc. These queries do not have to be traditional reports. However if the system does have a report showing this type of information great, otherwise a screen showing statistical information is sufficient. We also need to be able to run these in real time which is why we are asking about response times. Our current LIMS takes so long to run these types of queries that this information can only be gathered during off hours or down-time.

QUESTION

Pg. 15 below could you also clarify on what you mean with this.

11.4 The Provider shall be tightly integrated (i.e. participants and contributors) to Microsoft's Worldwide Public Safety Initiative

RESPONSE

This spec may be omitted as it was mistakenly left in the specs from previous drafts and is no longer a valid spec.

QUESTION

Pg. 8 General Requirements

1.4 Must provide data migration from current LIMS to new LIMS.

How much information from the current LIMS will you want migrated to the new LIMS, (i.e. all data or just specific data)?

RESPONSE

All existing data will need to be migrated. We will not be using our old LIMS for anything once the new system is in place and complete.

QUESTION

Pg. 27 Appendix C Payment Terms

Kickoff meeting 10%

Completion of customized software 15%

Successful System Operation Check 60%

Final Acceptance 15%

Vendor terms are as follows:

Kickoff meeting 25%

Completion of customized software 25%

Successful System Operation Check 40%

Final Acceptance 10%

RESPONSE

See specification changes below.

QUESTION

To ease the response process, can a Word version of the RFP be provided?

RESPONSE

No. We would have to read and compare each spec that was submitted to the original to ensure the original response was answered and not an altered form of the spec.

QUESTION

Page 7...The assumption is that the requested LIMS will not replace PaxIt and LabVantage. Is the WVSP open to quotations (optional, of course) for replacement of those applications as part of this project?

RESPONSE

LabVantage is being phased out and will not need to be dealt with by the vendor. However the new LIMS will replace PaxIt in the way we use it. For us, PaxIt is an image repository and should be replaceable by the new LIMS system.

QUESTION

Please provide a sample of the WVSP 53Form.

RESPONSE

The WVSP 53Form is attached.

QUESTION

Page 14...Does WVSP currently own fingerprint devices? If so, please provide the make / model number.

RESPONSE

No. The WVSP is waiting until after the LIMS system is selected to purchase fingerprint scanners to ensure compatibility.

QUESTION

Page 22...Cost proposal template seems to request 60 licenses, plus an additional 70. Should these additional licenses be quoted as part of the baseline project price, or as an optional line item?

RESPONSE

Both costs for 60 and 70 licenses should be quoted as individual line items and neither is optional.

QUESTION

Page 27...Is WVSP amenable to a different payment plan? For example:

- Kick-off Meeting 10%
- Functional Specifications 15%
- System Install/Config 15%
- End-to-End System Check 15%
- Admin/End-User Training 15%
- Final Acceptance 30%

RESPONSE

See specification changes below.

SPECIFICATION CHANGES:

WVSPFL Payment Terms have been changed to:

Kick Off – 15%

Completion of Customized Software – 20%

Completion of System Installation – 20%

Successful Operational Check – 20%

Final Acceptance – 25%



Forensic Laboratory Case Submission Form

Submitting Agency: Drop down list

Agency Case No.: No dashes, slashes, spaces, etc.

Investigator's Name: (Title, Last, First, MI)

Mailing Address: City, Zip Pre-filled from dropdown list?

Daytime phone numbers: Office No., Cell Phone No., Pager No.

Email address:

Criminal Offense:

Crime Date/Time/Location(County):

(multiple entries possible)

Victim: Name: Last, First, MI Race, DOB, SSN

(multiple entries possible)

Suspect: Name: Last, First, MI Race, DOB, SSN SID No.

Detailed Description of Crime:

(multiple entries possible)

Item Submitted:

(Drop down list of Sections)

Examination(s) Requested:

(Space for entry)

Exact Location Found:

Individual Items listed, each line item requires a requested examination(s) and location found

(Multiple sections may be requested PER item)

Drop down list of Laboratory Sections with pop-ups prompted (see boxes below) if certain sections are selected.

Drugs

Latent Prints

Biochemistry (Blood, Semen, Body Fluids, etc.)

Impression Evidence (Tire and Footwear)

Toxicology

Trace (Arson, Paint, GSR, Glass)

Firearm/Toolmark (Fracture matches)

Additional Information/Specific Requests: Space for entry



Forensic Laboratory Case Submission Form

Drugs:				
Projected Court Date:				
Court:	Federal	State Circuit	State Magistrate	
Type:	Juvenile	Grand Jury	Preliminary Hearing	Trial
Additional Information/Specific Requests: Space for entry				

Laboratory Use:

Date submission form received:

Date evidence received:

Received via: (check boxes)

Evidence Locker

U.S. Mail

Certified Mail (certified mail number)

Garage

Private Carrier (tracking number)

Other

Submitting Officer Signature:

Laboratory Case Number

Section Case Number

PRE-BID CONFERENCE
SIGN IN SHEET

Request for Quotation Number: DPS1030 Date: 05/25/2010

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: TZSC
 Firm Address: 1525 HARBOR RD.
MIDWINTER, VA 23118

Representative Attending: PETER ESKWANA
 Phone Number: 330-760-2348
 Fax Number: 804-794-6194
 Email Address: PWE@TSC.COM

Firm Name: Pirney Bowes
 Firm Address: 527 Second Ave
South Charleston WV 25303

Representative Attending: Jason Vehige
 Phone Number: (304) 685-0068
 Fax Number: (304) 744-0504
 Email Address: Jason.Vehige@PB.com

Firm Name: Justice Trax Inc.
 Firm Address: 100 Main St.
Mesa, AZ 85201

Representative Attending: Jeff Braucher
 Phone Number: 480-222-8906
 Fax Number: 480-222-8998
 Email Address: jeff.braucher@justicetrax.com

Firm Name: _____
 Firm Address: _____

Representative Attending: _____
 Phone Number: _____
 Fax Number: _____
 Email Address: _____

Firm Name: PETER LEE CORP
 Firm Address: 1201 WILSON BLVD
SAN ANTONIO, TX 78203

Representative Attending: ROSS CARROLL
 Phone Number: 847-985-0060
 Fax Number: 847-584-0556
 Email Address: RUSSELL@CARROLLCORP.COM

Firm Name: _____
 Firm Address: _____

Representative Attending: _____
 Phone Number: _____
 Fax Number: _____
 Email Address: _____