



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
 EDD314925

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
 SHELLY MURRAY
 304-558-8801

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DEPARTMENT OF EDUCATION
 BUILDING 6
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0330

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
06/23/2009				

BID OPENING DATE: 07/15/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO	ITEM NUMBER	UNIT PRICE	AMOUNT
----- ADDENDUM NO. 2 -----						
THIS ADDENDUM IS ISSUED TO ADDRESS THE QUESTIONS AND CONCERNS RAISED PRIOR TO THE QUESTION SUBMISSION DEADLINE OF 05/27/2009.						
ATTACHMENTS: QUESTIONS AND RESPONSES						
THE TECHNICAL BID OPENING REMAINS 07/15/2009 AS ESTABLISHED IN ADDENDUM NO. 1.						
0001	1	LS		924-10		
CONSULTING, EDUCATIONAL						
EXHIBIT 10						
REQUISITION NO.: EDD314925						
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:						

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



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NO. 1					
NO. 2					
NO. 3					
NO. 4					
NO. 5					
<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF TH ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <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>						
REV. 11/96						
----- END OF ADDENDUM NO. 2 -----						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

Addendum No. 2
RFP #EDD314925

1. We are requesting additional information regarding the following specifications on RFP #EDD314925. Any clarification would be greatly appreciated.
 - a. Synchronous Application Sharing Tool
 - b. Reporting Tools
 - c. Online Gradebook tool
 - d. Brower-based content authoring tool
 - e. World languages authoring tool
 - f. Learning Object Repository
 - g. Offline data archiving tools
 - h. Reporting Tools for accessing eLearning solution databases

These are from Appendix A, Table of Features and Functions.

Response: The specifications referenced above are commonly used terminology for functions in an eLearning platform. Individual specifications throughout the RFP more fully describe the expected functionality of these tools. Please reference Section 4.2.B eLearning Tools, 4.2.C Course Development Tools, 4.2.D Management Tools, etc. It is expected that the Vendor will fully describe the functionality of these tools within the Vendor's proposed eLearning solution.

2. Due to the extent and complexity of this RFQ (P) EDD314925, we would like to ask for an extension. Please respond.

Response: This RFP has standard language for eLearning platforms and does not require unusual configurations from typical platform software. It is expected that Vendor responses to the specifications are typical marketing information for most eLearning platform software. The opening for the bid responses for this RFP will be extended until July 15, 2009.

3. We noted that a similar RFP (EDD203709) was issued in February of 2004. Is this RFP replacing or integrating to those services or was that RFP never awarded?

Response: RFP EDD203709 was awarded in 2004 as a contract with a term of three (3) years with options to renew for a period of up to one (1) year with maximum of two (2) one year renewals. This RFP EDD314925 is for similar eLearning software and services to integrate or replace current software and services.

4. Assuming that the 2004 RFP was awarded, please tell us to what extent the services identified in this year's RFP are to be integrated with the requirements of the original RFP.

Response: As stated in RFP EDD314925, the mission or purpose of this project is to provide an eLearning solution for the K12 community. Vendors should describe the eLearning solution they are proposing relative to the specifications outlined in this RFP. It is not necessary for vendors to review the old RFP EDD203709 or respond to any requirements in the old RFP EDD203709.

5. Please describe the current environment that will need to be migrated to the new system (e.g., quantity of files, file types, etc.).

Response: Please review "Current eLearning Environment" in Part 2 Operating Environment in the RFP. This section describes content and number of users. Numbers of files are of high volume and are not calculated since they change on a daily basis as educators and students use the eLearning platform.

Sections 4.2.E and 4.2.F provide specifications and information on file types. Vendors should describe the file types the Vendor's proposed eLearning solution will use and the file types that can be integrated into the Vendor's proposed eLearning solution.

6. We note that substantial portions of the services outlined in the RFP qualify for E-rate Priority One funding (e.g., email and web hosting services). Assuming any ineligible services can be properly cost allocated out, has the DOE considered filing an E-rate Form 470 for the eligible services?

Response: It is the opinion of the WVDE (DOE) that the software and services outlined in this RFP are not eligible for E-rate Priority One funding, and therefore no Form 470 will be posted.

The content hosting (sic web hosting) service described in this RFP includes software applications, content editing features and end-user file storage and hence is ineligible for E-rate funding. From 2009 Eligible Services List - "Some web hosting services may include ineligible features, such as software applications, end-user file storage and content editing features. Funding will not be provided for such features."

Additionally, the email services outlined in this RFP are for email services within the eLearning platform and would not be considered Internet email, and therefore not eligible for E-rate funding

7. Has the DOE considered issuing a separate RFP for E-rate eligible services only in order to prevent the possibility of not qualifying for E-rate funding due to the 30% rule regarding non-eligible services?

Response: Please refer to response to previous question #6. The WVDE (DOE) does not believe the software and services requested are eligible for E-rate funding therefore the 30% rule will not apply.

8. Has the DOE considered improving the ROI of these services through the procurement of a locally hosted solution rather than delivery via ASP/SaaS?

Response: The WVDE (DOE) has considered a locally hosted solution and requested bids for a locally hosted solution in a previous RFP. Analysis has shown this is not a cost effective solution due to the additional cost of equipment, technical support and increased telecommunications bandwidth.

9. Given the unlikely case where a single vendor can provide all the services outlined in this RFP, we did not see any requirements involving SIF compliance. Is the DOE interested in using SIF to allow for the integration of best-of-breed applications that meet the combined requirements of the RFP?

Response: Based on the current eLearning environment and work with the Southern Regional Education Board (SREB), the WVDE believes it is very likely that a single vendor can provide the software and services outlined in this RFP. The vendor should provide in the description of the proposed eLearning solution the standards and compliance protocols that the proposed eLearning solution adheres to or meets.

10. Could the Agency provide an editable copy of the RFP (MS Word format) so that we may comply with the requirements of section 4.1?

Response: Beyond what has already been distributed, the RFP is not available in other formats.

11. Section 1.9.3 states that Vendors shall submit "One original technical and cost plus (8) convenience copies" – Could you clarify whether you require 8 copies of the technical proposal AND 8 copies of the cost proposal in addition to the 1 original technical proposal and 1 original cost proposal (for a total of 18 documents)?

Response: One original and 8 convenience copies for both the technical proposal AND the cost proposal (for a total of 18 documents) is to be submitted.

12. Section 4.2.D.1 – please provide a list of any systems currently in use by the Department of Education to perform the duties described in this section (SIS, student tracking, enrollment, etc.)

Response: The WVDE uses a custom developed web application for pre-registration and registration of K-12 students. This custom application generates comma separated values (CSV) files which are manually batch imported into the current WVDE e-Learning platform to create user accounts and enroll users in online courses. The WVDE also uses the Comprehensive Student Information System (CSIMS) to generate CSV files which are manually batch imported on an as needed basis. Neither of these custom systems is integrated with WVDE's current e-Learning platform.

13. The RFP notes that the WVDE is currently using the Desire2Learn eLearning platform. Who designed this platform and what was that contract duration and value?

Response: Desire2Learn Incorporated provides the eLearning platform. Their offering includes the Enterprise eLearning Suite, which is comprised of the web-based Learning Environment, ePortfolio, and Learning Repository. Their product was not specifically designed for West Virginia but is an eLearning solution offered to educational markets. The original eLearning RFP was released in 2004 and the contract was awarded as a three-year contract with options to renew for 2 years. The value of the contract was open-ended and depended on the WVDE usage and options chosen.

14. Has a vendor previously provided the online eLearning platform for the entire K12 community as desired in the RFP? If so, who is the vendor and what is the contract duration and value?

Response: Desire2Learn has previously provided the online eLearning platform for the K12 community as requested in this RFP.

15. As per the instructions, I have one additional non-technical question:

1. RFQ (Pg#2): Renewal: ...terms and conditions of the original contract and shall be limited to two(2) one (1) year periods
2. 1.1 Purpose: to provide a one-year contract with options to renew for four years for an online eLearning platform for the K-12 community

Can you clarify if the term is 1 year with two optional renewals or 1 year with 4 optional renewals?

Response: This contract will be to provide a one-year contract with the option to renew four (4) one year periods.