



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
EHP10067

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 - EPIDEMIOLOGY AND
 HEALTH PROMOTION
 350 CAPITOL STREET, ROOM 206
 CHARLESTON, WV
 25301-3715 304-558-9100

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
01/13/2010				

BID OPENING DATE: 01/28/2010 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.: EHP10067						
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 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</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		948-42		
TOBACCO CESSATION QUITLINE SERVICES						
***** THIS IS THE END OF RFQ EHP10067 ***** TOTAL:						

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1. For this RFQ do you require vendors to respond to each item in Section 2 with a detailed written response?

Response: Vendor should respond as to ability and capability to provide the specified services. Part 2.2 Administrative and Operations Requirements, Paragraph 2. – By signing this bid, the vendor is agreeing to meet these requirements.

2. Regarding Section 2-F Quitline Media Campaigns (also referenced in the Cost Sheet) - as part of this contract, what is the responsibility of the Quitline vendor for media campaigns and other public awareness activities?

Response: When Quitline Media Campaigns and other public awareness activities are run, it is anticipated that a large spike in calls will be experienced. We ask that the Vendor be able to provide adequate intake personnel as well as counselors to serve all callers. The cost per person for Media Campaigns and Activities should be included in the overall cost per person.

3. Are the reports mentioned in Section C.4 specifically referring to enrollments as opposed to callers and enrollments?

Response: Please provide reports that outline number of callers per month; number of enrollees per month; and number of enrollees per county per month.

4. Please further define the terms 'tobacco user', 'proxy' and 'provider' as used in the context of Section D.5.

Response: 'tobacco user' is the caller who is the actual user of tobacco products who wants information; 'proxy' refers to a family member or friend who is calling for information for the tobacco user; 'provider' is a healthcare provider calling for information for the tobacco user

5. Section D provides a list 1 through 30 of data items to be provided in monthly reports. Will these items be specific to 'enrollees' as opposed to 'callers' and 'enrollees'?

Response: These items will be specific to enrollees only.

6. As a part of the selection process for this RFQ will preferential consideration be given based on location of the call center and other operations?

Response: See Vendor Preference Certificate (page 13) of bid package.

7. Page 5, Part 2. Contractual Services, A. Enrollment/Eligibility Verification
Please describe the steps Quitline staff would take to determine registration eligibility authentication and how the eligibility authentication impacts the services delivered.

Response: Quitline staff will ask the age of the caller. Registration packet will include a request for a copy of the enrollee's driver's license or other proof of age. This is a two year project with a target population of 18-34 year olds. We are looking for this age group, thus we will need the Quitline staff to ask and verify the age of the caller.

8. Page 5, Part 2. Contractual Services, A. Enrollment/Eligibility Verification
Please describe how the eligibility authentication impacts the services delivered.

Response: This is a two year project with a target population of 18-34 year olds. We are looking for this age group, thus we will need the Quitline staff to ask and verify the age of the caller.

9. Page 5, Part 2. Contractual Services, A. Enrollment/Eligibility Verification
Is there an external system Contractor's need to access to determine registration eligibility authentication?

Response: Yes

10. We understand that up to \$608,202 may be allocated to West Virginia for Component III—Tobacco Cessation through Quitlines and Media.

Is it DTP's intention to allocate the maximum amount allowable of 30% towards media? And what percent of the award does DTP plan to allocate towards direct Quitline services?

Response: Actual budget figures for this project cannot be commented on during the bid process. It is the programs intent to allot approximately 30% of the total budgeted amount for the project for media and 30% directly toward Quitline Services.

11. Page 11, Cost Sheet
Surveillance and Evaluation is included with what we consider Registration functions. May we propose costs for surveillance and evaluation as an Item #6 or does it need to be included in the cost for Registration?

Response: No, it needs to be included in the cost for Registration...

12. What is the budget amount allocated for each year of this program?

Response: Budget amounts are not provided when requesting public bids.

13. Will NRT be made available to this population?

Response: Yes, DTP will provide the NRT through our current Quitline Provider

14. Can you describe the expected level of integration with the current State Quit Line provider, should a separate vendor be awarded this contract?

Response: Current Quitline provider will be providing NRT. We were instructed by WV State Purchasing that yes, the ARRA funds for this special project need to be awarded under a new contract.

15. Will the current Quit Line provider also service this targeted age group?

Response: Yes

16. Will there be a separate advertised phone number or website address for this age group to contact or will they be triaged through existing resources such as the current Quit Line provider and online registration form?

Response: The successful vendor will be required to maintain a separate advertised phone number and website address, and maintain triage, a database of enrollees, services provided, follow-up, and evaluation as stipulated.

17. Will WV consider an individual a participant if they are accessing online tools to quit?

Response: Only if an online enrollment process exists. Participant must be enrolled

18. Is there a dedicated advertising budget for this population?

Response: Yes

19. Will WV permit vendor recommendations for advertising, including but not exclusive to, providing a budget line item in our proposal for reaching this population segment?

Response: No, Advertising/Media budget is separate from this RFQ

20. How will you segment the targeted population (18-34 year olds) from all West Virginia tobacco users?

Response: This will be the responsibility of the organization awarded the RFQ.

21. Please describe what educational materials you anticipate the chosen vendor to disseminate, as well as what materials are delivered through your current vendor.

Response: Materials written on an 8th grade level that outline the dangers of tobacco use, both smokeless and cigarettes, as well as materials that focus on cessation.

----- End of Addendum #1 -----