



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
HSE10032

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
RON PRICE 304-558-0492

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

HOMELAND SECURITY & EMERGENCY  
 MANAGEMENT, DIVISION OF  
 BUILDING 1, ROOM EB80  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0360 304-558-5380

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
11/08/2009				

BID OPENING DATE: 11/24/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		906-78		
<p>DIGITAL MAPS, SECURITY AND VULNERABILITY ACCESSMENT</p> <p>REQUEST FOR INFORMATION</p> <p>THE STATE OF WV PURCHASING DIVISION ON BEHALF OF            WVDHSEM ON BEHALF OF THE WV SCHOOL BUILDING AUTHORITY            IS SEEKING INFORMATION FROM QUALIFIED VENDORS FOR            CONSIDERATION BY THE SCHOOL SAFETY ACCESS AND SAFETY            TASKFORCE.</p> <p>THE PROPOSALS WILL SEEK OUT BEST PRACTICES AND METHODS            TO LOOK AT WAYS TO DEVELOP DIGITAL MAPS OF SCHOOLS,            PERFORM SECURITY VULNERABILITY ACCESSMENTS AND IDENTIFY            AND RECOMMEND EFFECTIVE AS WELL AS COST EFFECTIVE WAYS            TO ELIMINATE EXISTING VULNERABILITIES.</p> <p>REQUEST FOR INFORMATION SHALL BE BASED ON THE ALL            HAZARDS APPROACH ACCORDING TO THE ATTACHED INFORMATION.</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION            PURCHASING DIVISION            BUILDING 15            2019 WASHINGTON STREET, EAST            CHARLESTON, WV 25305-0130</p>						

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 Alcohol 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."

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**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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 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
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BID OPENING DATE: 11/24/2009 BID OPENING TIME 01:30PM

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<p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: RP-41</p> <p>RFQ. NO.: HSE10032</p> <p>BID OPENING DATE: 11/24/09</p> <p>BID OPENING TIME: 1:30PM</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</p> <p>-----</p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY):</p> <p>-----</p> <p>***** THIS IS THE END OF RFQ HSE10032 ***** TOTAL: _____</p>						

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Request for Information (RFI)  
WV Safe Schools Initiative

West Virginia Division of Homeland Security and Emergency Management  
On behalf of  
The West Virginia School Building Authority  
October 30, 2009

The Division of Homeland Security and Emergency Management (Division) on behalf of the West Virginia School Building Authority (SBA) is seeking this Request for Information from qualified vendors for consideration by the School Safety Access and Safety Task Force (TF). These proposals will seek out best practices and methods to look at ways to develop digital maps of schools, perform security and vulnerability assessments and identify and recommend effective, as well as cost effective ways to eliminate any existing vulnerabilities. This risk assessment should be geared toward reducing violence and threats, reducing crime, eliminating risks and helping to reduce liability. The assessment should be based on an all hazard approach. Since we know that our school environment is dynamic and that facilities and personnel change, the proposal must also include developing ways of maintaining any information collected during an initial assessment or assessments on an ongoing basis at a very low cost to the State or local school system. All assessments and recommended actions for corrections should be based on standards consistent with the U. S. Department of Homeland Security recommendations for critical infrastructure with an end goal of developing an assessments standard for all schools in West Virginia.

There are 276 secondary and 418 Elementary Schools in the State of West Virginia. This proposal should include a plan of how to accomplish the goal of completing all schools in the State, a proposed schedule with amount of time required to complete these schools and the amount of resources necessary to accomplish the task as described in the proposal.

The State of West Virginia has selected C/ACAMS as the data base system that will house all data collected during the data collection and assessments of the schools in West Virginia. ACAMS is a secure, online database and database management platform that allows for the collection and management of CIKR asset data; the cataloguing, screening and sorting of this data; the production of tailored infrastructure reports; and the development of a variety of pre- and post-incident response plans useful to strategic and operational planners and tactical commanders.

All information collected pursuant to any scope of work developed as a result of any agreement, contract or MOU related to this RFI or any subsequent work authorized by The Division, The SBA, or the School Access and Safety Task Force shall be classified as Protected Critical Infrastructure Information and shall be protected by the Critical Infrastructure

Information Act of 2002 and final rule entitled "Procedures for Handling Protected Critical Infrastructure Information" published in the Federal Register on September 1, 2006. Any vendor that wishes to submit a response to this RFI must be able to meet all of the requirements stated above and be able to integrate their data in the C/ACAMS system.

Digital Mapping may include, electronic floor plans of facilities, detailed photographs taken by special cameras capable of "stitching" photographs together, digital video or other innovative ways as may be proposed by vendors.

Safety and Vulnerability Assessments should include at a minimum identifying and all critical components of a facility that would relate to the safety and access of a facility as well as any vulnerability that could render the facility incapable of fulfilling its intended use.

Recommend Effective Ways to Eliminate Vulnerabilities should include being able to objectively review any existing and potential vulnerability or weaknesses in facilities and/or procedures and make recommendations as to how those may be corrected.

It is not the intention of this RFI to identify or describe any particular method or system for the collection of this data with the exception of the use of the C/ACAMS system. It is describing a project concept upon which vendors should feel free to provide recommendations as to its best recommendation for the Task Force to complete its mission of providing for Safer and Securer Schools. The Task Force will review all proposals submitted and reserves the right to seek clarification of proposals and to invite selected proposals in to provide a demonstration and answer questions regarding its submission. The Division and the SBA reserve the right to reject any and all proposals submitted at any time.

The purpose of a request for information is to solicit information relative to the described initiative. No contract may result from a Request for Information. This information will be reviewed by the Task Force and may be used to create a request for proposals from qualified vendors