



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
 MMB10052

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
 ROBERTA WAGNER
 304-558-0067

RODNEY

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

HEALTH AND HUMAN RESOURCES
 MILDRED MITCHELL-BATEMAN
 HOSPITAL
 1530 NORWAY AVENUE
 HUNTINGTON, WV
 25705 304-525-7801

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
11/19/2009				

BID OPENING DATE: 12/03/2009 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.: MMB10052 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. 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	8	EA		948-74		
RECRUITMENT OF PSYCHIATRIST(S) AS SPECIFIED						
0002	10	EA		948-74		
RECRUITMENT OF PSYCHIATRIC NURSE PRACTITIONER(S) OR						
***** THIS IS THE END OF RFQ MMB10052 ***** TOTAL:						

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Response to vendor questions:

Question 1:

Section 3.2 "Mandatory Requirements" it says, "Vendor "must" present a copy of its West Virginia Business Certificate and any other licenses it may be required to hold by the nature of it's operation."

What is a "West Virginia Business Certificate"? How can a "West Virginia Business Certificate" be acquired?

Response 1:

A "West Virginia Business Certificate" is a certificate issued by the Secretary of States Office to companies who register to do business in the state. It's not issued by DOA Purchasing. The information for registering is on the States Web Page at <http://www.business4wv.com/B4WVPublic/>

Question 2:

On page 12 is a "Vendor Preference Certificate" for residents of West Virginia to fill out.

Does this RFQ provide preferential treatment for West Virginia Vendors? Is the RFQ considering only vendors from West Virginia as possible candidates?

Response 2:

West Virginia Code provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the West Virginia Code.

We will gladly accept bid from anywhere in the United States.

Question 3:

Is the State willing to consider additional waivers for J-1 slots if necessary?

Response 3:

No.

Question 4:

What practice model are you going to consider: i.e. current state practice, or private practice model?

Response 4:

Current state practice.

Question 5:

What is your anticipated call schedule?

Response 5:

Call coverage will be handled by the management of the hospital but coverage must be 24/7.

Question 6:

Would you be willing to look at two separate proposals: one for a contractual arrangement and one for a placement fee model (i.e. State employee Model)?

Response 6:

No. Placement fee model only.

Question 7:

Would you consider a contractual arrangement?

Response 7:

No. This request is for recruitment services only.

Question 8:

What would be the implementation date for the award of RFQ # MMB10052?

Response 8:

The award date would follow the date of bid opening if acceptable bids are received.

Question 9:

Will you be offering oral presentations from vendors?

Response 9:

No.

Question 10:

Once a provider is placed, who is the provider employed by, the hospital or the vendor? Who pays the providers (psychiatrists and nurse practitioners)? If it is the vendor, what responsibilities does the vendor have with respect to each provider placed? If the provider becomes an employee or contractor of the hospital, please explain the "estimated payroll costs." Also, please fully explain the "placement fee." Also the "all inclusive fee" in 3.2.2.

Response 10:

The provider would be employed by the hospital. Disregard the comment "estimated payroll costs". These are not applicable on this RFQ. The placement fee is the fee the vendor will be reimbursed by the hospital for a successful vendor placement with the hospital and that fee must be all inclusive of any cost the vendor will or may incur.

Question 11:

Do the "estimated payroll costs" include malpractice insurance, benefits, general and administrative costs, direct costs, and other expenses including vendor profit?

Response 11:

Disregard the section of the Cost Sheet that requests estimated payroll costs. Not applicable.

Question 12:

Other than the lowest bid, will any other criteria be used to evaluate vendor responses?

Answer 12:

As explained in the RFQ, this is a progressive award contract and the award will be made according to each Vendor's bid response and lowest cost. Each vendor "meeting" specifications will be awarded a contract.

Question 13:

How will the State evaluate the qualifications of the bidder-companies in terms of their experience in providing psychiatrists or nurse practitioners to public mental health hospitals? What if any information should the vendor provide the State with its bid to allow the State to conduct such an evaluation? How will that information be considered or scored, if applicable?

Answer 13:

See answer to question #12.

Question 14:

Should the pricing submittal represent the first year contract costs only, or can the vendor submit additional pricing for years two and three?

Answer 14:

The pricing submitted on this solicitation will remain firm for the term of the contract and for any subsequent renewals.

Question 15:

Will bids for psychiatrists be evaluated separately from nurse practitioners, or will bids be evaluated on the estimated grand total amount? If anything other than the "estimated grand total," will determine the lowest bid, please specify. Must a bidder bid the same amount for each provider or can amounts vary with number of positions for instance.

Answer 15:

The vendors will be evaluated on the bids submitted for all recruiting placement fees. The recruitment fee for all positions within a category will be the same. The amount cannot vary by position within a category. Example: If a bidder submits the following: Estimated 8 psychiatrists needed x \$250.00 ea. placement fee = \$2,000.00 total. The vendor will be paid \$250.00 for each psychiatrist recruited for placement for the term of the contract. The number of psychiatrist needed may vary as this is only an estimate for evaluation purposes.

Question 16:

What is the total amount of hours per year that each provider is expected to work? What is their expected schedule: days, evenings, weekends, holidays?

Answer 16:

Each provider is expected to work 40 hours a week or 2,080 hours a year, less time off for vacation, holiday and sick time. Their normal work schedule would be day shift, however it could vary depending on the on-call basis.

Question 17:

Are there on-call responsibilities? If so, please describe what those responsibilities are (i.e., on grounds, off grounds, etc.) and how often they are to occur. If on-call is required, how should those responsibilities be priced into a vendor's bid?

Answer 17:

The only "on-call" responsibility may be for second call on evenings, nights or weekends shared by all the providers in response to the provider on-site having questions.

Question 18:

How long does each vendor have to provide qualified candidates before the State asks the next lowest bidder to provide candidates? When will vendors be notified where they are in the cost ranking and when to expect to provide candidates if lower-cost vendors do not fill positions? Will the hospital accept any candidates who meet the specifications or will the hospital interview and accept or reject candidates?

Question 18:

A reasonable time period will be given to the vendor based upon the "immediate" need of the hospital. Each candidate must be certified as acceptable by the Medical Executive Committee before they can practice at the hospital.

Question 19:

What needs are anticipated, if any, at other state agencies for these services?

Answer 19:

This is unknown by the hospital.

Question 20:

What is the due date of the bid? Is the due date the same as the bid opening date? Is the bid opening public and are respondents to this RFQ permitted to attend the bid opening?

Answer 20:

The due date of the bids is currently December 3, 2009 at 1:30 pm. Any change to this date and time would be made by DHHR Purchasing and the vendors would be notified. Yes, the due date and bid date are identical. Respondents to the RFQ are permitted at the bid opening.

Question 21:

Please provide data detail regarding anticipated case load/work load for each provider. Please include the number of hours per day, per week and per year each provider will work, the current number of patients at the hospital, and the anticipated number of psychiatrists and nurse practitioners that will be available to serve them during the duration of, and after this procurement is fulfilled, if it is fulfilled. If possible, please provide data regarding admissions and discharges per week per provider as well.

Answer 21:

The staffing plans of the hospital call for five (5) psychiatrists with one covering each of the patient care units. Units contain available beds of 25, 25, 25, 18 and 17 for a total of 110 beds. Each psychiatrist with a nurse practitioner would cover a unit resulting in a case load of 17 – 25 patients a day. Each provider is expected to work 40 hours a week or 2,080 hours a year, less time off for vacation, holiday and sick time. The current number of patients at the hospital today is 93 patients. The statistics for the past two years follows:

Statistic Information	Fiscal Year Ended June 30, 2008	Fiscal Year Ended June 30, 2009

Total patients admitted	776	613
New admissions	395	327
Readmissions	381	286
Admits by age 18-21	73	103
Admits by age 22-44	437	304
Admits by age 45-64	243	193
Admits by age 65+	23	13
Admits by diagnosis - mentally ill	367	268
Admits by diagnosis- addiction	51	43
Admits by diagnosis - MI/addiction	358	302
Admits by diag. - mentally retarded	0	0
Admits - male	522	395
Admits - female	254	218
Admits - white	690	545
Admits - black	86	68
Admits - Hispanic	0	0
Admits - Asian	0	0
Inpatient days of care	36,989	36,518
Average daily census	101.0	100.0
Occupancy Percentage	112.3%	111%

Statistic - Discharge Information	Fiscal Year Ended June 30, 2008	Fiscal Year Ended June 30, 2009
Total discharges	638	496
Total discharge days	23595	17,544
Average length of stay	37.0	35.4

Question 22:

When will questions be answered so that vendors will have sufficient time to respond?

Answer 22:

Answer will be sent to the vendors as soon as possible.