



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
MMB10058

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
 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
12/04/2009				

BID OPENING DATE: 12/17/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UCP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
1. QUESTIONS AND ANSWERS 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.: MMB10058						
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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 Department of Administration
 Purchasing Division
 2019 Washington Street East
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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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0001	1	JB		948-21		
OPEN END CONTRACT FOR FULL TIME PSYCHIATRIC SERVICES						
***** THIS IS THE END OF RFQ MMB10058 ***** TOTAL:						

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MMB10058 Addendum #1-Full Time "Locum" Psychiatrists**Response to vendor questions:****Question 1:**

Purchasing Division - it says under terms there is a \$125 fee to register with the purchasing division? Is this necessary for us to do?

Response 1:

Yes, you must be registered as a vendor with the State of West Virginia to do business in the state.

Question 2:

What is the purchasing card acceptance? When a physician is successfully signed with the hospital, we usually invoice the facility. Who should the invoice be directed to?

Response 2:

Purchasing Card acceptance does not apply to this contract. The invoice should be directed to Accounts Payable at Mildred Mitchell-Bateman Hospital.

Question 3:

It says the state will not incorporate the travel and living arrangements and this must be incorporated into our fee. We will not pay for a physician's interview to your facility. If this cannot be worked out, I will explain to any viable candidate that the facility will not cover interview expenses ahead of time.

Answer 3:

Per State policy we cannot pay for travel expenses.

Question 4:

Also we need to clarify when a fee will be paid. We require that the fee be paid when the physician signs the employment agreement. We may be flexible to 50% due upon signing the employment agreement and 50% due upon the commencement of practice. Let me know how to handle this.

MMB10058 Addendum #1-Full Time "Locum" Psychiatrists**Response to vendor questions:****Question 1:**

Purchasing Division - it says under terms there is a \$125 fee to register with the purchasing division? Is this necessary for us to do?

Response 1:

Yes. If you are the successful bidder, you must be registered as a vendor with the State of West Virginia before an award can be made.

Question 2:

What is the purchasing card acceptance? When a physician is successfully signed with the hospital, we usually invoice the facility. Who should the invoice be directed to?

Response 2:

Purchasing Card acceptance does not apply to this contract. The invoice should be directed to Accounts Payable at Mildred Mitchell-Bateman Hospital.

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Also we need to clarify when a fee will be paid. We require that the fee be paid when the physician signs the employment agreement. We may be flexible to 50% due upon signing the employment agreement and 50% due upon the commencement of practice. Let me know how to handle this.

Answer 4:

This does not apply to this contract. This is a "locum tenen" contract which means that the vendor pays the candidate and then invoices the facility.

Question 5:

I need to know how to go about submitting a candidate. Do we clear a name with the main contact first and then just send the CV? Or do we just send the CV and you will tell us if you already have them? Most facilities prefer that we clear a name before sending CVs to eliminate the potential for duplicate submissions.

Response 5:

Clear the name with the main contact and then send the CV.

Question 6:

Who is my main contact for follow up?

Answer 6:

Your main contact for follow up is the Clinical Director's Secretary. Specific contact information will be provided once a contract has been awarded.

Question 7:

Who schedules interviews for a physician to visit?

Answer 7:

All interviews and visits are handled by the Clinical Director's Secretary. Specific contact information will be provided once a contract has been awarded.

Question 8:

Will the facility sponsor H1-B and J1 physicians?

Answer 8:

The facility will sponsor a J1 psychiatrist.

Question 9:

I need to know a little bit more information about the facilities situation. This is what I have so far:

"Need 7 general psychiatrists! Mildred Mitchell-Bateman Hospital will be expanding from a 90-bed to a 110-bed Acute Care Mental Health facility starting in March 2007. The expansion will take place in MMBH Building #2 where the 2nd and 3rd floors will be completely renovated for patient care. We have a need for seven (7) psychiatrists. Group of 5 J1 physicians left to take higher paying position. New pay scale we negotiated and we lost to retirement and one has been opened for our newly remodeled units. All inpatient. We are a state sponsored facility and we need a board eligible psychiatrist to care for our patients. Forensic patient population as well. They see between 12-14 patients each when we are fully staffed with psychiatrists and patients. We are in the foothills of West Virginia, 5-minutes from Ohio and 20-minutes from Kentucky on the Ohio River."

Answer 9:

Mildred Mitchell-Bateman Hospital is accredited by Joint Commission and certified by CMS. We are affiliated with Marshall University's Joan C. Edwards School of Medicine. We are surrounded by two tertiary level hospitals with a local privately operated hospital. This region has a low crime rate, accessible to air travel and an excellent school system. We are in need of two psychiatrists at the present time.

Question 10:

If you could let me know more about:

- Base salary
- Sign on bonus if applicable
- Loan repayment options
- Relocation/moving expense package

Answer 10:

Under this contract the doctor's will not be on our payroll. We pay the vendor who recruits them.