

## SOLE SOURCE DETERMINATION

The Purchasing Division has been requested to approve a sole source purchase for the commodity or service described below. Pursuant to West Virginia Code 5A-3-10c, the Purchasing Division is attempting to determine whether the commodity or service is a sole source procurement. If you believe your company meets the required experience and qualification criteria stated below, please e-mail the Purchasing Division Buyer at [frank.m.whittaker@wv.gov](mailto:frank.m.whittaker@wv.gov) with a copy to [Ron.n.Price@wv.gov](mailto:Ron.n.Price@wv.gov) to express your interest in the project. Please forward any and all information that will support your company's compliance with required qualification and eligibility criteria along with any other pertinent information relative to this project to the Purchasing Division no later than 09/03/09.

Requisition Number: WWV10859

Department/Agency: WorkForce WV

**Detailed Description of Project:** 3 x7 maintenance (3 shifts at 7 days a week) and replenishment program to cover 7 days per, 24 hour coverage for two DP100MX MICR Printers.

**Proposed Sole Source Vendor:** XEROX

### Specific Eligibility Criteria:

Vendor must provide 3 shift, 7 days per week service coverage; must provide 30 minute call back; and 2 hours on site support; must provide 24 hour per day customer hot line support; must provide local on-site analyst technical support as needed, and must provide on-site training,

Vendor must provide scheduled onsite monthly printer maintenance for each printer Xerox printers parts must be genuine manufactured parts  
Vendor must provide 24/7 technical support;  
Vendor technicians must provide thirty(30) minute call back and two(2) hour on site maintenance support;  
Due to **critical time sensitive documents** such as unemployment checks, etc. maintenance must be performed same day;  
Monthly maintenance cost will be based on a volume of 600,000 documents per month with a per document overage cost;  
Must provide New manufactured or Newly manufactured parts and supplies;  
Supplies and parts must be stored on site or be in vendor's local parts inventory for quick delivery and repairs;  
Technicians and analysts must have extensive training and hands on experience and background in MICR, Elixir & Elixir applications inside Elixir, JSL's, variable data and static forms, Stream Weaver

**Specific Qualification Criteria:** Technician must be 4535/4636MX/DP1XX Certified