



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
DNR211011

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
FRANK WHITTAKER
304-558-2316

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF NATURAL RESOURCES
 WILDLIFE RESOURCES SECTION
 324 4TH AVENUE

SOUTH CHARLESTON, WV
 25303 304-558-3397

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/12/2010				

BID OPENING DATE: **09/15/2010** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		961-60		
<p>PUBLIC OPINION SURVEY SERVICES</p> <p>THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF NATURAL RESOURCES, IS SOLICITING BIDS FROM RESPONSIBLE VENDORS TO DESIGN, CONDUCT, ANALYZE AND REPORT THE RESULTS OF A MAJOR TELEPHONE SURVEY OF WEST VIRGINIA RESIDENTS RELATING T HUNTER EFFORT AND SUCCESS IN WEST VIRGINIA PER THE ATTACHED SPECIFICATIONS.</p> <p>ALL TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO FRANK WHITTAKER IN THE WV PURCHASING DIVISION VIA EMAIL AT FRANK.M.WHITTAKER@WV.GOV OR VIA FAX AT 304-558-4115 DEADLINE FOR TECHNICAL QUESTIONS IS 8/30/10 AT 4:00 PM. ALL TECHNICAL QUESTIONS WILL BE ADDRESSED BY ADDENDUM AFTER THE DEADLINE.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">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
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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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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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BID OPENING DATE: **09/15/2010** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<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: 44</p> <p>RFQ. NO.: DNR211011</p> <p>BID OPENING DATE: 09/15/2010</p> <p>BID OPENING TIME: 1:30 PM</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>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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Specifications for 2010–2011 West Virginia Hunter Survey
West Virginia Division of Natural Resources
Wildlife Resources Section
July 20, 2010

Introduction

The West Virginia Division of Natural Resources (WVDNR) will contract with the selected vendor to design, conduct, analyze, and report the results of a major telephone survey of West Virginia residents on a number of issues relating to hunter effort and success in West Virginia. The selected vendor will conduct a telephone survey in January 2011 to accomplish these goals.

Major objectives of this survey will be to identify and quantitatively assess:

1. Estimate the number and success of white-tailed deer hunters by hunting season type and within all of West Virginia's 55 counties;
2. Estimate the number of spring wild turkey, fall wild turkey, and black bear hunters by county;
3. Assess hunter attitude towards their preference for spring or fall wild turkey seasons;
4. Estimate the number of small game hunters by species in West Virginia's 6 ecological regions;
5. Estimate the number of trappers by species in West Virginia.

Specifications for bid submission and vendor performance follow.

Vendor Qualifications

To be considered for this contract, vendors must demonstrate extensive experience in measuring public participation and attitudes toward wildlife-related recreation and wildlife-related issues. Documentation of that experience must be supplied with the vendor's bid and must specifically include the following information:

1. Summaries of and references from at least five prior surveys on personal attitudes toward wildlife issues, at least three of which must have been directed towards residents in an oak-hickory broad leaved ecosystem.
2. Summaries of and references from at least three prior studies on white-tailed deer management, big game (white-tailed deer, black bear, wild turkey, or wild boar) hunter effort, or personal attitudes towards hunting seasons.
3. Scientific publication of results in a peer reviewed journal from at least one study conducted for a state wildlife agency.

4. Summaries of and references from a minimum of 3 wildlife species harvest surveys.

Survey Structure

To meet the multiple objectives for the survey, the structure of the survey must incorporate survey modules that will be administered to the different counties of the state, identified from the larger population of West Virginia residents. A universal module consisting of a minimum of 4 broad questions will be administered to all interviewees. One broad question will ask each interviewee if they think the deer population in their county is too high, too low, or about right. Survey modules designed for specific subpopulations will be subsequently administered in the same telephone interview. The WVDNR will supply specifics topics as outlined in the introduction and the successful vendor will design the specific survey questions. However, the successful vendor will be responsible for coordinating with the WVDNR in final survey design.

Survey Design

The selected vendor will be responsible for developing the survey instrument to meet the survey objectives as outlined in the introduction. To that end, the vendor will coordinate development of the survey instrument with a survey liaison team designated by the WVDNR. The vendor will pretest the survey instrument before submitting it to WVDNR for final approval. The survey instrument will be designed to limit the length of a telephone interview to no more than 8 minutes. The vendor will subsequently enter the tested and approved survey instrument into a computer assisted telephone interview (CATI) system to be supplied by the vendor. In addition to the requirements below, CATI must be used by a person to directly enter responses. Answers will not be recorded on paper with a pen or pencil. Because portions of the survey will be administered to all respondents while other portions will be administered only to certain subpopulations, the CATI system supplied by the vendor must be able to automatically skip, code, and/or substitute phrases in the survey based upon previous responses to ensure that the correct questions are asked among subpopulations and to protect the integrity of the data collection by ensuring that the correct questions are asked quickly to the interviewees.

Survey Sample

The selected vendor will be responsible for generating a statistically representative sample for the survey from among the population of West Virginia residents. To maintain the representativeness of the sample and to obtain an accurate response rate for the survey, "double screening," or calling potential respondents by asking them if they would like to participate in a survey and then

later calling only those who said that they would participate and recording the rate at which these people responded, will not be accepted for the administration of this survey.

Survey Administration

The selected vendor will be responsible for administering the approved survey instrument utilizing the vendor's CATI system. Administration of the survey instrument will continue until 5,500 telephone interviews have been completed for each question asked.

The vendor must have professional interviewers who have been trained according to the standards of the Council of American Survey Research Organizations and who are randomly monitored to administer the survey. A low supervisor to interviewer ratio, such as 1 supervisor for every 5 interviewers, is preferred. The interviewer requirements are necessary to maintain quality control over the data collection process.

Survey Analysis

The selected vendor will be responsible for the analysis of the survey results. The vendor will create bar graphs to correspond with each question for easy review and visual display of all survey data.

While it is important to know what West Virginians think about the issues addressed in this survey, it is also important to understand the statistical relationship among the variables. Therefore, the vendor will be required to run crosstabulations to examine how each variable relates to every other variable in the survey (all of the questions in the survey are compared to all of the other questions in the survey, including level of degree), as well as a statistical z-score test to determine which variables are positively or negatively related. For instance, in a typical project there are between 50,000 and 100,000 unique comparisons to be assessed for statistical significance and concisely summarized. The vendor must calculate the z-score test using the equation below.

$$z = \frac{(p_1 - p_2)}{\sqrt{p(1-p) \left[\frac{1}{n_1} + \frac{1}{n_2} \right]}}$$

where: n_1 represents the number of observations in Group 1.
 n_2 represents the number of observations in Group 2.

$p_1 = a/(a + b) = a/n_1$ and represents the proportion of observations in Group 1 that falls in Cell *a*. It is employed to estimate the population proportion Π_1 (% of Group 1 who had specific characteristic).

$p_2 = c/(c + d) = c/n_2$ and represents the proportion of observations in Group 2 that falls in Cell *c*. It is employed to estimate the population proportion Π_2 (% of Group 2 who had specific characteristic).

$p = (a + c)/(n_1 + n_2) = (a + c)/n$ and is a pooled estimate of the proportion of respondents who had specific characteristic in the underlying population.

(Equation from *Handbook of Parametric and Nonparametric Statistical Procedures, 2nd Edition* by David J. Sheskin. © 2000, Chapman & Hall/CRC, Boca Raton, FL.)

The statistically significant variables must be presented in a table displaying the variables in order by the strength of the correlation (sorted by ascending strength), as shown in the example table that follows. Only significant z-scores, accompanied by notation indicating one of the three levels of significance, should be displayed ($p < 0.05$, $p < 0.01$, $p < 0.001$). In the sample table, the asterisks on the z-scores show the strength of the relationship between the characteristic and the response to the question. Three asterisks indicate that the relationship is so strong that it would happen by chance only 1 out of 1,000 times; two asterisks indicate that the relationship is so strong that it would happen by chance only 1 out of 100 times; and one asterisk indicates that the relationship is so strong that it would happen by chance only 5 out of 100 times.

Example Z-Score Table

Approves of legal hunting in West Virginia.	Z-SCORE
Approves of legal recreational fishing.	8.43***
Believes it is important that people have the opportunity to hunt in West Virginia.	7.67***
Thinks providing opportunities for hunting is important program for the West Virginia Division of Natural Resources.	6.35***
Approves of regulated trapping.	6.28***
Agrees hunting/fishing are part of scientific management of healthy fish/wildlife populations.	5.26***
Considers himself/herself a hunter.	3.6***
Thinks hunting license fees are about the right price in West Virginia.	3.58***
He/she or a member of his/her household went hunting in last 5 years in West Virginia.	3.36***
Participated in hunting in the past 12 months.	2.68**
Is male.	2.51*

Most likely to approve
of legal hunting.

Named correct state agency that is most responsible for managing and protecting fish and wildlife in West Virginia.	2.47*
Thinks fishing license fees are about the right price in West Virginia.	2.28*
Considers himself/herself an angler/fisherman.	2.27*
Thinks providing opportunities for recreational fishing is important program for the West Virginia Division of Natural Resources.	2.24*
Is married.	2.19*
Knew a great deal or moderate amount about the West Virginia Division of Natural Resources before survey.	2.01*
INSIGNIFICANT AND NEGATIVE Z-SCORES OMITTED	

Strength of correlation increases moving up the table.

- This table displays only the significant variables out of the approximately 400 variables analyzed for a relationship with the response "approves of legal hunting in West Virginia."
- Source: *Public Opinion on Fish and Wildlife Management Issues*, a study sponsored by The Northeast Conservation Information and Education Association.

Survey Reporting

The survey will be conducted in January and February 2011. By June 1, 2011, the selected vendor will provide the WVDNR with paper and electronic versions of a preliminary report containing a basic compilation of the response data and electronic version of the raw response data from survey one. By June 30, 2011, the vendor will provide the WVDNR with paper and electronic versions (MS Word, Excel) of the final survey report containing compiled data, crosstabulations, and statistical significance levels for crosstabulations, analyses and interpretations of the survey response data for survey one. Final bill must be submitted and received by the WVDNR by June 30, 2011. The WVDNR will not be held responsible for late billing, and therefore payment, if the selected vendor does not submit invoices on time.

PRICING SHEET

Design, Conduct, Analyze and Report the Results of a Major Telephone Survey of West Virginia Residents on a Number of Issues Relating to Hunter Effort and Success in West Virginia.

ITEM No.	QUANTITY	ITEM DESCRIPTION	UNIT PRICE	AMOUNT
1.	1	Telephone Survey		
TOTALS				

State of West Virginia

VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with West Virginia Code, §5A-3-37. (Does not apply to construction contracts). West Virginia Code, §5A-3-37, 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. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

- 1. Application is made for 2.5% resident vendor preference for the reason checked: Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or, Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or, Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
2. Application is made for 2.5% resident vendor preference for the reason checked: Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
3. Application is made for 2.5% resident vendor preference for the reason checked: Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
4. Application is made for 5% resident vendor preference for the reason checked: Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked: Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked: Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: _____ Signed: _____

Date: _____ Title: _____

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

DEFINITIONS:

“Debt” means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers’ compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

“Debtor” means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. “Political subdivision” means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. “Related party” means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers’ compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (*West Virginia Code §61-5-3*), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

WITNESS THE FOLLOWING SIGNATURE

Vendor’s Name: _____

Authorized Signature: _____ Date: _____

State of _____

County of _____, to-wit:

Taken, subscribed, and sworn to before me this ____ day of _____, 20__.

My Commission expires _____, 20__.

AFFIX SEAL HERE

NOTARY PUBLIC _____