



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  
**DNR211154**

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

219/250 WARD ROAD  
 ELKINS, WV  
 26241 304-637-0245

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
04/25/2011				

BID OPENING DATE: **05/24/2011** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		205-41		
<p>OPTICAL CHARACTER READERS AND SCANNERS</p> <p>THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF NATURAL RESOURCES, IS SOLICITING BIDS FOR A SCANNING SOLUTION TO PROVIDE INTELLIGENT CHARACTER RECOGNITION (ICR), OPTICAL CHARACTER RECOGNITION (OCR), OPTICAL MARK RECOGNITION (OMR) SCANNERS, SOFTWARE AND SUPPORT 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 ALL TECHNICAL QUESTIONS IS 05/09/2011 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>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION          PURCHASING DIVISION          BUILDING 15          2019 WASHINGTON STREET, EAST</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. 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](http://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).



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

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

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VENDOR

SHIP TO

**DIVISION OF NATURAL RESOURCES**

**219/250 WARD ROAD  
 ELKINS, WV  
 26241 304-637-0245**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/25/2011				

BID OPENING DATE: **05/24/2011** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				CHARLESTON, WV 25305-0130		
<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.: DNR211154</p> <p>BID OPENING DATE: 05/24/2011</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>						

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 2019 Washington Street East  
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**DIVISION OF NATURAL RESOURCES**

SHIP TO

**219/250 WARD ROAD  
 ELKINS, WV  
 26241 304-637-0245**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
<b>04/25/2011</b>				

BID OPENING DATE: **05/24/2011** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFQ DNR211154 ***** TOTAL: _____						

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Division of Natural Resources  
Wildlife Resources Section  
Scanner Specifications

The West Virginia Division of Purchasing for the West Virginia Division of Natural Resources is requesting bids for the purchase of two (2) ICR, OCR, and OMR scanners. All items are to be F.O.B. Destination. Freight or delivery charges must be included in the price of the goods. Delivery must be made within thirty (30) days of purchase order award.

**General Specifications:**

The Intelligent Character Recognition (ICR), Optical Character Recognition (OCR), Optical Mark Recognition (OMR) scanners must be manufactured for commercial use. All items must be new.

**Damaged Items:**

Damaged or defective items must be replaced at no additional expense to DNR Wildlife Resources.

**Warranty:**

The scanners must be guaranteed to be free of defects in workmanship and material for a minimum of one (1) year from date of acceptance. However, if manufacturer warranty periods are longer than the required minimum one year warranty, those warranties shall apply.

Division of Natural Resources  
Wildlife Resources Section  
Scanner Specifications

**ICR, OCR, OMR Scanners**

(2) SCANTRON INSIGHT SCANNERS, Model I-30, or equal. Scanners must meet the following specifications:

- Must be capable of scanning a two sided document at one pass;
- Must be capable of reading pencil or ink;
- Must be capable of scanning a minimum of 3,600 sheets per hour (8.5 inch X 11 inch documents), with a minimum 300 DPI (dots per inch) resolution;
- Must have a minimum read head resolution of 200 DPI (dots per inch);
- Must be capable of (OMR) Optical Mark Recognition ;
- Must have customer replaceable consumables (feed rollers, ink cartridges) ;
- Must be capable to scan documents with a minimum size of 2.5 inches by 3.5 inches;
- Must have a post scan document imprinter;
- Must include TWAIN driver;
- Must have an automatic document feeder with a minimum 150 sheet (16 lb paper) capacity;
- Must support continuous feed with operator assistance;
- Must be USB 2.0 compatible;
- Must comply with the requirements of Part 15 of Title 47 of the Code of Federal Regulations of the Federal Communications Commission (FCC) Rules for a Class A Computing Device. Class A Computing Device is defined as devices that are marketed exclusively for use in business, industrial, and commercial environments;
- Must collate scanned documents; and,
- Must include two (2) years of maintenance (exchange of unit) and support next day delivery of exchanged unit included in pricing

(2) Scanners

Ship to:

Randolph County

Elkins Operations Center

Attn: Randy Tucker

Routes 219/20 S Ward Road

Elkins, WV 26241

(304) 637-0245 for additional information and directions

Division of Natural Resources  
Wildlife Resources Section  
Scanner Specifications

### ICR, OCR, OMR COGNITION SOFTWARE

Scantron Cognition Enterprise Edition Software with a minimum of one (1) Server License and two (2) client access licenses, or equal. Software must meet the following specifications:

- Must have the ability to scan and read handprint (ICR), machine print (OCR), checkboxes, and checkmarks (OMR) forms;
- Must include one (1) Server License, with a minimum of two (2) client access licenses with the ability to expand;
- Must support at least three (3) verification stations (computers used to validate processing results);
- Must have an unlimited quota for number of scanned documents processed per year;
- Must have ability to import graphic formats (TIFF, JPG, PCX, DCX, PNG, and BMP);
- Must have image pre-processing, de-skewing and noise cleaning;
- Must have the ability to read constrained hand print;
- Must support hand-print, machine print, and mixed text recognition for the English language;
- Must be capable to export to Database (ODBC) and files (XML, TXT, CSV, DBF, XLS) file formats;
- Must be capable to set capture rules per field;
- Must include forms designer to manage forms;
- Must support development and execution of business rules and validation scripting for scanning process;
- Must provide complete user's guide with help files;
- Must provide complete forms creation guidelines;
- Must provide two (2) years of phone support and warranty; and,
- Must provide onsite configuration

Ship to:  
Randolph County  
Elkins Operations Center  
Attn: Randy Tucker  
Routes 219/250 South, Ward Road  
Elkins, WV 26241  
(304) 637-0245 for additional information and directions

Division of Natural Resources  
Wildlife Resources Section  
Scanner Specifications

**SOFTWARE SUPPORT SERVICES AND TRAINING**

Support Services and Training must meet the following specifications:

- Must provide onsite training for six (6) people on all aspects of the hardware/software including, but not limited to forms design and operational aspects, Training must be completed within 30 days of installation and delivery;
- Must include all travel expenses in unit pricing of goods;
- Must supply two (2) years of phone support and warranty for Software; and,
- Must include design of Deer Tag scanning application in pricing (See Attached). The Deer Tag is a single sided document, 3.25 inch X 7.5 inch with registration marks and restrained fields to be captured during the scanning process.

\*\*\*Onsite installation and configuration must be coordinated with the West Virginia Office of Technology and training to be conducted at the Elkins Operations Center, Randolph County, WV, Routes 219/250 South Ward Road, Elkins, WV 26241

Contact: Randy Tucker (304) 637-0245 for additional information and directions.



Division of Natural Resources  
Wildlife Resources Section  
Scanner Specifications

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PERF PERF

1A 1A

↓ CARBON COVERAGE ENDS HERE

**DEER Tag No. XXXXXX**

(License Control) Lifetime No.

Check Station Name

Checked By Initials

West Virginia  
Div. of Natural Resources  
Wildlife Resources Station

TYPE OF SEASON  
(Darken One Oval)

1st Deer Bow

Additional Deer Bow (RB, RRB)

1st Antlered Deer Gun

Additional Deer Gun (RG, RRG)

1st Antlerless/ Antlerless Deer (N, NN)

Additional Deer Muzz. (FM, RRM)

TYPE OF HUNTER  
(Darken One Oval)

**RESIDENT**

Class A, X, XJ

Lifetime AL, ARL

Landowner

Senior

Underage

Military

**NON RESIDENT**

Class E, XXJ

Comp.

Check Station Name

Checked By Initials

TYPE OF DEER  
(Darken One Oval)

Antlered Buck

Builton Buck

Does

TYPE OF LAND (Darken One)

Private

State WMA or State Forest

National Forest

Name \_\_\_\_\_ State \_\_\_\_\_

Street or Box Number \_\_\_\_\_ Zip Code \_\_\_\_\_

City \_\_\_\_\_

Phone \_\_\_\_\_

Signature of Hunter \_\_\_\_\_

KILL INFORMATION

Date \_\_\_\_\_

Locality \_\_\_\_\_

County \_\_\_\_\_

SCREENS 20%

(PART 1 OF 2)

**Wildlife Resources  
Purchase of Scanning Hardware/Software  
Manufacturer's List**

Please complete the below information concerning the brand(s) of equipment being bid in relation to this project. If bidding "or equal" brands, please attach manufacturer's literature documenting that it meets each of the mandatory requirements stated in the specifications. Vendors should note the areas of the provided manufacturer's literature that adheres to the mandatory requirements outlined in the Request For Quotation.

<b>Item No.</b>	<b>Equipment</b>	<b>Manufacturer</b>	<b>Model</b>
1	ICR, OCR, OMR Scanner		
2	ICR, OCR, OMR Scantron Enterprise Edition Server License		
3	ICR, OCR, OMR Scantron Enterprise Edition Client Access Licenses		
4	ICR, OCR, OMR Scantron Enterprise Edition phone support for 2yrs		
5	Onsite Software Installation and Training for 6 people		

**Wildlife Resources  
Scanner Hardware/Software  
PRICING SHEET**

<b>Item No.</b>	<b>Quantity</b>	<b>Description</b>	<b>Unit Price</b>	<b>Amount</b>
1	2	ICR, OCR, OMR scanner		
2	1	ICR, OCR , OMR Scantron Enterprise Edition Server License.		
3	2	ICR, OCR, OMR Scantron Enterprise Edition Client Access Licenses.		
4	1	ICR, OCR, OMR Scantron Enterprise Edition Software phone support for 2 yrs.		
5	1	Onsite Software Installation and Training for 6 people.		
		<b>TOTALS</b>		

Delivery must be made within thirty (30) days of purchase order award.  
 Training must be completed within 30 days of installation and delivery.  
 There will be no reimbursement for travel expenses.