



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
INS11012

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
SHELLY MURRAY 304-558-8801

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

INSURANCE COMMISSION

 1124 SMITH STREET
 CHARLESTON, WV
 25305-0540 304-558-3707

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/20/2011				

BID OPENING DATE: 05/04/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
----- ADDENDUM NO. 1 -----						
THIS ADDENDUM IS ISSUED TO ADDRESS THE QUESTIONS RECEIVED PRIOR TO THE QUESTION SUBMISSION DEADLINE OF 04/11/2011.						
BID OPENING DATE IS EXTENDED:						
FROM: 04/27/2011						
TO : 05/04/2011						
0001	1	LS		220-34		
REQUEST FOR INFORMATION						
EXHIBIT 10						
REQUISITION NO.: INS11012						
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:						

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 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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NO. 1					
NO. 2					
NO. 3					
NO. 4					
NO. 5					
<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <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>----- END OF ADDENDUM NO. 1 -----</p>						

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RFI # INS11012**Addendum #1**

1. Page 3, Section 1.1 - In the event the State elects to proceed with a solicitation based on the RFI responses; would only those respondents to the RFI be eligible for subsequent solicitations?

Answer: No. However, submissions will be used in crafting subsequent solicitations for baseline research.

2. Page 4, Section 1.4 - Are there any current reports or papers (e.g., results/findings) available to prospective RFI respondents in advance of the RFI response submission deadline? If so, where can the information be found?

Answer: The OIC has made available to the public a number of Exchange research documents. These documents can be found at <http://www.wvinsurance.gov/healthcareexchange/HealthCareExchange.aspx>

3. Page 5, Section 1.4.2 - Are there any current reports or papers (e.g., results/findings) available to prospective RFI respondents in advance of the RFI response submission deadline? If so, where can the information be found?

Answer:
<http://www.wvinsurance.gov/healthcareexchange/HealthCareExchange.aspx>

4. Does the RFQ require a detailed response to all the questions in sections 1.4.3 and 1.4.4? Or are those questions more of sample of issues that will need to be addressed in a future RFP and are being shown here for informational purposes?

Answer: This is a Request for Information or RFI, not a Request for Quotation or RFQ. Section 1.4.3 and 1.4.4 are areas that need to be addressed in determining how best to fulfill the new Patient Protection and Affordable Care Act requirements. These questions represent the current issues identified for further research and we ask that vendors respond to all questions if possible.

5. The RFQ is a little sketchy as to its purpose. Can you be a bit more explicit regarding the goals of this RFQ?

Answer: This is a Request for Information or RFI, not a Request for Quotation or RFQ. The purpose of this Request for Information (RFI) is to determine the focus, structure, and content of future baseline research procurements.

6. Will the State be facilitating face-to-face meetings with potential vendors prior to releasing an RFP? There would be beneficial one on one communication regarding the solution capabilities that cannot be conveyed in an RFI response.

Answer: This is not envisioned at this time. Vendors should attempt to convey strategies for baseline research methods/solutions that are both reflected and not reflected in this RFI.

7. Will the responding vendors be able to mark certain areas of the RFI response confidential?

Answer: All documents submitted to the State Purchasing Division related to purchase orders or contracts are considered public records. All bids, proposals, or offers submitted by Vendors shall become public information and are available for inspection during normal official business hours in the Purchasing Division Records and Distribution center after the bid opening. However, the only exemptions to disclosure of information are listed in *West Virginia Code §29B-1-4*. Any information considered a trade secret must be separated from the Vendor submission and clearly labeled as such. Primarily, only trade secrets, as submitted by a bidder, are exempt from public disclosure. The submission of any information to the State by a Vendor puts the risk of disclosure on the Vendor. The State does not guarantee non-disclosure of any information to the public.

8. Will this RFI response and the subsequent RFP response preclude the responding vendors from any other future work with the State?

Answer: No. RFI respondents are encouraged to apply for future baseline research procurements.

9. Is the State considering allowing Medicaid eligible residents to enroll through the Exchange?

Answer: No option is being ruled out at this time.

10. Is Exchange governance to be addressed as part of this project?

Answer: West Virginia's Exchange governance was outlined in State Code via SB 408, which passed on March 12, 2011.

11. Does the scope of the project include the role of the producer (broker) in the Exchange?

Answer: Yes. Researching the role of the insurance producer is a fundamental research component of this project.

12. Is there or will there be data available as to numbers of insured, uninsured or underinsured individuals or small groups at some point, such as 12-31-2010?

Answer: As part of future baseline research procurements, basic market research data as those listed in this question need to be answered. Where data already exists on basic market research questions, the information needs to be evaluated and verified where appropriate.

13. Does the state have data available as to income distributions of residents versus the various percents of the FPL?

Answer: Use the best and most relevant data available from the best and most relevant resources with justification regarding your findings in relation to the data and resources selected.

14. Does the state have data available as to levels and types of insurance coverage for small employers?

Answer: Same as #13.

15. Will the state provide data as to residents covered under Medicaid, Medicare and public sector or public employee plans? For the public sector, what is the level of coverage? Are other public entities covered with the state employee plan?

Answer: Such data does exist. All baseline research information needs to be evaluated and where appropriate, verified.

16. Is data available for the state as to distribution of physicians and hospitals by state regions on a per capita basis?

Answer: Such data exists in various forms but all baseline research information needs to be evaluated and where appropriate, verified.

17. How many health insurance companies, HMOs currently operate within the state? What is the enrollment for each company?

Answer: Same as #13

18. Does the state have data available as to number of employers who are self insured in the state? By region? By group size?

Answer: Same as #13.