



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
TOR4089

PAGE
1

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

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF TOURISM
90 MACCORKLE AVE SW
CHARLESTON, WV
25303 **304-558-2200**

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
01/19/2011				

BID OPENING DATE: **02/03/2011** BID OPENING TIME: **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
***** ADDENDUM NO. 1 *****						
THIS ADDENDUM IS ISSUED TO PROVIDE THE FOLLOWING:						
1) MANDATORY PRE-BID SIGN IN SHEET.						
2) TECHNICAL QUESTIONS AND ANSWERS.						
THE BID OPENING DATE AND TIME HAVE NOT CHANGED.						
***** END ADDENDUM NO. 1 *****						
0001	1	LS		961-20		
CONSULTING						
***** THIS IS THE END OF RFQ TOR4089 ***** TOTAL:						

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).

PRE-BID CONFERENCE
SIGN IN SHEET

Request for Quotation Number: TOR4089

Date: 01/06/2011

PLEASE PRINT LEGIBLY. THIS INFORMATION IS ESSENTIAL TO CONTACT THE ATTENDEES IN A TIMELY MANNER. FAILURE TO DO SO MAY RESULT IN DELAYS IN YOUR COMPANY GETTING IMPORTANT BID INFORMATION.

Firm Name:	Barry Duane McNeil & Partner
Firm Address:	100 Middle St. Portland ME 04104
Representative Attending:	Arthur Marshall
Phone Number:	207-541-2271
Fax Number:	207-541-2271
Email Address:	Amarshall@bdmp.com

Firm Name:	The Arnold Agency
Firm Address:	117 Summers St. Charleston WV 25301
Representative Attending:	Wayne Phillips
Phone Number:	304-342-1200
Fax Number:	304-342-1285
Email Address:	WPhillips@ArnoldAgency.com

Firm Name:	HVS
Firm Address:	205 W. Randolph #1650 Chicago, IL 60606
Representative Attending:	Lori Beauchamp
Phone Number:	312-587-9900
Fax Number:	312-587-9908
Email Address:	LBeauchamp@HVS.com

Firm Name:	SONNISON CONSULTING
Firm Address:	6 EAST MONROE ST, FL 504 CHICAGO, IL 60652
Representative Attending:	BRANDON DOWNING
Phone Number:	312-447-2008
Fax Number:	312-444-1125
Email Address:	BDowning@CHSC.COM

Firm Name:	CSL INTL.
Firm Address:	520 NICOLLER MALL Minneapolis, Minnesota 55402
Representative Attending:	JOHN DEITZ
Phone Number:	304-546-2345
Fax Number:	612-294-2045
Email Address:	JKAATZ@CSLINTL.COM

Firm Name:	Market Street Services
Firm Address:	Atlanta, Georgia 730 Peach Tree Street Suite 540 Atlanta GA 30308
Representative Attending:	Beverly Davis for Mac Holladay
Phone Number:	404-880-7244
Fax Number:	
Email Address:	M.Holladay@marketstreetservices.com OR www.marketstreetservices.com

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Firm Name: PROS Consulting
 Firm Address: Adventure Sports Center
 International (A.S.C.I.)
 250 Adventure Sports Way
 McHenry, MD 21541
 Representative Attending: Matthew Taylor
 Phone Number: 240 321 1672
 Fax Number: 301 387-3612
 Email Address: mtaylor@adventure-sportscenter.com
 or matt@prosconsulting.com

Firm Name: Enter VISTAS Consulting
 Firm Address: 7200 Wisconsin Ave, Ste. 1103
 Bethesda, MD 20814
 Representative Attending: LYNN KNIGHT
 Phone Number: (703) 798-7892 (cell)
 Fax Number: (301) 941-1400
 Email Address: Steve.Martin@inferrists.com
 or Lynn.Knight@gymai.com

Firm Name: AECOM
 Firm Address: 3101 Wilson Blvd
 Suite 900
 Arlington, VA 22201
 Representative Attending: Patty Folan
 Phone Number: 703-682-4900
 Fax Number: 703-682-4901
 Email Address: patty.folan@aecom.com

Firm Name: STRATE & C ADVISORY GROUP
 Firm Address: 3848 ST ANNES CT
 DUNWOOD GA 30096
 Representative Attending: TONY PETERMAN
 Phone Number: 404-307-9279
 Fax Number: 305-675-6146
 Email Address: TONY@STRATE&CADVISORYGROUP.NET

Firm Name: DIVISION OF TORUS
 Firm Address:
 Representative Attending: LES SMITH
 Phone Number:
 Fax Number:
 Email Address:

Firm Name:
 Firm Address:
 Representative Attending:
 Phone Number:
 Fax Number:
 Email Address:

TOURISM DEVELOPMENT

TECHNICAL QUESTIONS

TOR 4089

- 1.) General: Would the State please share the list of vendors that attended the vendor pre-bid conference with all vendors? **A. Yes.**
- 2.) General: Has a budget or a budget range been established for this project? **A. Yes.** If so, can the budget or budget range be made available to all bidders? **A. No.**
- 3.) General: Have the funds for this project been appropriated? **A. Yes.**
- 4.) General: Has an individual or Department been identified to serve as the selected vendor's primary point of contact? **A. The Division of Tourism will be the primary point of contact.** If so, would the State please share the name, title and, if individual is not in the Tourism Department, the experiential background of the individual or the specific Department to serve in this role? **A. The Commissioner of the Division of Tourism will determine the individual(s) who will serve in this role upon the selection of a successful vendor.**
- 5.) General: Once the project is underway, who will be responsible for review/or acceptance of project deliverables. **A. The Division of Tourism.**
- 6.) General: Will the State provide or arrange for space for meetings associated with the proposed strategic planning work including facilities for public forums if included in the project scope of work? **A. The State can assist with meeting space arrangements.** If the space is to be provided by the State, will there be any charges for use of the meeting space? **A. All the costs of meeting space will be borne by the vendor.** Is there a resource from the State available to assist with locating and reserving meeting space? **A. Yes.**
- 7.) General: Could the State provide an understanding of the expected involvement from the members of the West Virginia legislature on this project? **A. We expect the involvement of the legislature to be substantial as they are quite interested in tourism development and related activities. We anticipate providing members of the Joint Committee on Government and Finance update on the project which may require the assistance of the vendor.**

- 8.) Page 7, Section 2.2: We understand that this project is the result of Senate Current Resolution (SCR) 31. Would the State please elaborate on the impetus and/or key drivers for this study? **A. As noted in Senate Resolution (SCR) 31 the key drivers are that the tourism industry is vital to West Virginia's economy and members of the legislature, tourism industry, Tourism Commission and the Division of Tourism want to ensure that the industry continues its focus on making the proper investments to a sustained and growing this vital industry.**
- 9.) Page 7, Section 2.2: Who is the intended audience of the Strategic Plan? **A. Legislative Joint Committee on Government and Finance, tourism industry, Tourism Commission and Division of Tourism.** Which agencies and/or individuals will be responsible for reviewing the draft Strategic Plan? **A. Division of Tourism, Tourism Commission, Department of Commerce, members of the tourism industry certain members of the legislature.** Who will be responsible for implementing the action items in the Strategic Plan? **A. This is yet to be determined.**
- 10.) Page 7, Section 2.4: This section is titled "Project and Goals"; however, the points listed in 2.4.1 through 2.4.4 appear to be statements of qualifications the State is seeking in the selected vendor. Please clarify the State's goals for this project. **A. The intentions of Section 2.4.1-2.4.4 is communicate to the vendor some deliverables while at the same time providing the vendor an opportunity to demonstrate their abilities/qualifications to provide such deliverables.**
- 11.) Pages 7-10, Section 2: The RFP does not currently provide a "Scope of Work" or describe the State's desired "Deliverables." Will the State provide this information as part of an Addendum or is it up to vendors to propose a Scope of Services and Deliverables based on our understanding of SCR 31? **A. The Scope of Work is listed in the opening paragraph of the RFP "soliciting proposals to analyze all aspects of West Virginia's tourism industry and assemble a detailed strategic plan to sustain and grow this sector of the state's economy for the next ten years."**
- 12.) Page 10, Section 3.3: Would it be acceptable to add a signed Cover Letter and /or Executive Summary to our proposal? **A. All vendors should follow the prescribed format in the RFP. A cover letter is acceptable.**

- 13.) Page 10, Section 3.3 and Page 18, Attachment A: Our interpretation of the required proposal format is that Attachment A is expected to be one tabbed section of our proposal. A substantial amount of information is requested in Attachment A, including firm qualifications, staffing qualifications, references and project approach. Would it be acceptable to break out our response to Section 2.3 (qualifications and references) under a separate tab in our proposal (but still in the same order presented in the RFQ) to facilitate ease of review by the State's Evaluation Committee? **A. Yes.**
- 14.) Page 10, Section 3.3 and Page 18, Attachment A: Would it be acceptable to provide resumes as an Appendix to our proposal? **A. Resumes can be included as part of attachment under separate tab.**
- 15.) Page 10 Section 2.6; Page 11, Section 3.3; and Page 12, Section 4.2: Please clarify the State's process for conducting oral presentations. Does the State anticipate conducting oral presentations and if so, is it the State's plan to invite all vendors that participate in an oral presentation or only short-listed candidates? **A. All bidders should plan to attend the oral presentation as it is part of the overall score.**
- 16.) If only short-listed candidates are selected, how will this impact the scoring methodology set forth in Section 4.2? **A. N/A. Short-lists are not a part of the RFP process.**
- 17.) Can the State provide an estimated date range within which they intend to conduct the Oral presentations? **A. Over the next 30-45 days.**
- 18.) Page 10-11, Section 3.3: The introduction to Section 3.3 states explicitly that "Vendors should provide responses in the format listed below" and goes on to list Attachment B as part of the required proposal response. Since Attachment B is Not Applicable, is it acceptable to exclude this section all together from our response? **A. Attachment B should be included and marked as "N/A".**
- 19.) Page 10-11, Section 3.3: The introduction to Section 3.3 states explicitly that "Vendors should provide responses in the format listed below" and goes on to list Oral Presentations as part of the required proposal response. Is the State seeking a section within our proposal that provides our written agreement with this requirement? Please clarify. **A. All vendors should acknowledge that they will available for and intend to participate in the oral presentations.**
- 20.) Page 11, Section 3.5: Where in our proposal should we include the signed Purchasing Affidavit? **A. At the very end of your proposal.**
- 21.) Page 12, Section 4.2: Please clarify whether Cost Proposals will be opened prior to or after oral presentations. **A. After oral presentations.**

- 22.) Page 14, Section 5.4.1: If we include a subcontractor or multiple subcontractors as part of our proposal and are selected to conduct the project, does the (this) constitute the State's consent of our subcontractor(s) or do we need to receive further written consent from the State for subcontractors prior to the submission of a proposal? **A. No. The State will need to provide further written consent.**
- 23.) Page 18, Attachment A: In our response to Sections 2.4.1 and 2.4.2, is the State looking for us to describe our "Economic Development research and market analysis expertise" or are you looking for us to describe our specific project approach/methodology? **A. Yes, both.**
- 24.) Page 18, Section 2.3 and Section 2.4.3: Please clarify the specific information you are seeking in response to Section 2.3 versus our response to Section 2.4.3. Both appear to focus on our qualifications and previous experience conducting similar projects. **A. In Section 2.4.3 we are requesting that perhaps you elaborate more with regard to the two specific points of inquiry using the qualifications and experience detail in Section 2.3 as a basis for your response.**
- 25.) Page 20, Attachment B, Section 2.4.4: Does the State have a desired timeframe for completing this project or is up to the vendor to recommend a timeline? **A. It will be the responsibility of the vendor to recommend a timeline. It will be an element of the technical scoring.** Are there any critical milestone dates of which we should be aware? **A. No. We anticipate ongoing updates.**
- 26.) Page 20, Attachment B, Mandatory Specification Checklist: Please confirm that a list of mandatory specifications for this project will not be provided to potential bidders. **A. A list of mandatory specifications for this project will not be provided to potential bidders.**
- 27.) Page 20, Attachment C: How much supporting detail (if any) is the State seeking in our Cost Proposal (e.g., breakdown of proposed hours, billing rates, costs for travel and other expenditures, the relation of project costs relative to proposed project timelines, etc)? **A. The cost of the project must be a lump sum total.**
- 28.) Does the State Tourism Division have annual, measurable goals? If so, can a copy of those goals and the historical metrics be distributed? **A. The State's marketing plan, annual reports and research (economic impact, day and overnight visitors, etc.) are all available on our website; www.wvtourism.com.**