



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
 WWV11865

PAGE
 1

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

RFQ COPY
 TYPE NAME/ADDRESS HERE

RODNEY

SHEP

BUREAU OF EMPLOYMENT PROGRAMS
 OFFICE OF ADMIN. SUPPORT-5302
 112 CALIFORNIA AVENUE
 CHARLESTON, WV
 25305-0112 558-2634

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
08/03/2010				

BID OPENING DATE: 08/12/2010 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 ATTACHED TECHNICAL QUESTIONS AND ANSWERS. THE BID OPENING DATE AND TIME HAVE NOT CHANGED. ***** END ADDENDUM NO. 1 *****						
0001	1	LS		961-20		
CONSULTING SERVICES.						
***** THIS IS THE END OF RFQ WWV11865 ***** 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'

Technical Questions/Answers for WWV11-865

Q.1 Section 1.2 states that the State's NEG expires July 24, 2011. However, under "Life of Contract" on the RFQ Form, Exhibit 3 states that the contract will be for one year. In preparing a project timeline, should we assume a full 12-month delivery period?

A1. The contract period is (1) calendar year with the option of two (2) one (1) calendar year renewals.

Q.2 What is the budget amount anticipated for this contract?

A2. This is WorkForce West Virginia's first RFQ of this nature and therefore we are unsure of what the potential costs may be. The State of West Virginia does not release the budgeted amounts for RFQs.

Q.3 Section 3.1 g states requires collaboration with "core leadership". Can you please identify this group, either specifically or in general, as in, how large is the group, what sectors/agencies are represented?

A3. Our core leadership team is made up of two regional WIB directors in WV, one from KY, regional economic development authority directors in all three states, a representative of the WV Manufacturer's Association, a representative of the WV Dept of Education, a representative from a community college in KY. The Chairman of the group is Mike Herron, director of Advantage Valley.

Q.4 Section 3.1 h at the top of page has hanging clause that does not appear to be attached to anything. Are the services listed there – recruiting, educating, training, etc. – to be provided by the contractor?

A4. This was typical error. 3.1 (h) should read as follows:

Identify funding and resources available or needed to implement and sustain the SIP

3.1 (i) offset the effects of job loss events by recruiting, educating, training, preparing, and placing dislocated workers and other untapped labor pools for employment opportunities in growing and targeted industries.

The above services are to be provided by the contractor.

Q.5 Section 3.2 "Timeline" has a list of deliverables at the end. Does the RFQ anticipate #5 and #6 would be developed collaboratively with a large Leadership Group, that is, larger than the core leadership referred to earlier in the RFQ?

A.5 We anticipate some type of “summit(s)” for data gathering and/ or presentation of the plan open to either the public or many local leaders who are not members of the committee.

Q6. Questions related to the “Cost Proposal/Bid Sheet” on page 13”:

A. Because of our location, a significant portion of this budget would be devoted to travel and conferencing costs. However, your instruction states that these ancillary expenses are to be included in the proposed hourly rates. Because of our relatively high travel costs, following your stated instructions would tend to inflate our hourly rates beyond what most providers would quote, thereby constituting a competitive disadvantage. Would it be acceptable for us to quote hourly rates and travel (and other ancillary costs) separately?

(a) No, the reason this request included these ancillary expenses within the hourly rate is to allow us to do a fair cost comparison. Since all vendors must follow this same procedure the end result will provide a true (apples to apples) comparison of costs.

B. (b) The bottom page 13 states the award will be based on the grand total of the proposed costs. Does this mean that the LOW BIDDER will receive the award, or simply that the resulting contract will be at a price fixed by our Grand Total of Proposed Costs”?

(b) This means the low bidder will receive the award.

Q7. Section 3.4 Scope of Work: Will you provide links to the existing labor shed studies and Targeted Industry information prior to proposal submission?

A7. <http://lehdmap4.did.census.gov/themap4/>