



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
FLT12007

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
KRISTA FERRELL
304-558-2596

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DEPARTMENT OF ADMINISTRATION
 FLEET MANAGEMENT OFFICE
 2101 WASHINGTON STREET, EAST
 BUILDING 17
 CHARLESTON, WV
 25305 304-558-0086

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
01/24/2012				

BID OPENING DATE: 02/09/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				THIS ADDENDUM IS ISSUED TO:		
				1.) PROVIDE A COPY OF THE MANDATORY PRE-BID ATTENDEE LIST,		
				2.) PROVIDE ANSWERS TO ALL TECHNICAL QUESTIONS SUBMITTED IN ACCORDANCE WITH THE PROVISIONS OF THE ORIGINAL REQUEST FOR QUOTATION (FLT12007),		
				3.) PROVIDE REVISED COST SHEET, AND		
				4.) EXTEND THE BID OPENING DATE.		
				BID OPENING DATE IS EXTENDED TO: 02/09/2012		
				BID OPENING TIME REMAINS: 1:30 PM		
				***** END ADDENDUM NO. 1 *****		

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.html 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).

SIGN IN SHEET

Request for Proposal No. FLT12007

PLEASE PRINT

Page 1 of 1
Date: 1/6/2012

* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>NADOMU SAFETY COUNCIL</u>	<u>1121 SPURVE LAKE</u>	PHONE <u>670-775-2276</u>
Rep: <u>PAUL F. ROMER</u>	<u>INASC, IL 60143-7201</u>	TOLL FREE <u>800-621-7615</u>
Email Address: <u>paul.romer@nsc.org</u>		FAX
Company: <u>WEST VIRGINIA DRIVER TRAINING</u>		PHONE <u>304-424-6307</u>
Rep: <u>STEVE HOLLAND</u>		TOLL FREE
Email Address: <u>PK901965@cascable.net</u>		FAX
Company: <u>CAPE FOX PROFESSIONAL SERVICES</u>	<u>7050 INFANTRY RIDGE RD</u>	PHONE <u>703 853 0804</u>
Rep: <u>ROBERTA CARLSON</u>	<u>MANASSAS, VA 20109</u>	TOLL FREE
Email Address: <u>bcarlson@capefox-ps.com</u>		FAX <u>703 530 9940</u>
Company: <u>CAPE FOX PROFESSIONAL SERVICES</u>	<u>7050 INFANTRY RIDGE RD</u>	PHONE <u>703 530 9933</u>
Rep: <u>ZACK SIONAKIDES</u>	<u>Manassas, VA 20109</u>	TOLL FREE
Email Address: <u>Zsionakides@capefox-ps.com</u>		FAX <u>703.686.2327</u>
Company: _____		PHONE
Rep: _____		TOLL FREE
Email Address: _____		FAX

Paul Romer
Steve Holland

Technical Questions

RE: FLT12007 Defensive Driver Training

Question 1-A: On page 18 of the Request for Quotation, it states, "If the Vendor elects not to bid a particular category, the Vendor must indicate by entering "No Bid" in the appropriate space provided on the Cost Proposal Bid Sheet. This implies this may be a multiple award if multiple vendors have lower bids in different areas, correct?"

Question 1-B: Does the State of West Virginia desire to contract with multiple vendors or will they contract with a single vendor for the services detailed in this RFP?

Response 1:

The award will be to a single vendor.

Question 2: On page 17, section 5.4.1 regarding the reporting system we have a few questions:

Question 2A: At the pre-bid conference it was presented as a requirement for a full database with visibility by all participating agencies to query information on their personnel for all classes in this program. Is this accurate?

Response 2A: The State requires the Vendor to provide a full database with visibility by all participating agencies to query information on their personnel for all classes in this program.

Question 2B: Approximately how many users will need access to the system?

Response 2B: The State estimates the following user counts:

Drivers or potential drivers – 20,000
 Agency supervisors – 5,000
 Agency fleet managers (administrator) – 50
 State Fleet Management Office (administrator) - 5

Question 2C: Does the state of West Virginia have any security requirements that must be met in this system?

Response 2C: [Solicitation Page 16, Section 4.6] The Vendor browser client-server application must provide the ability to provide user authentication, strong passwords, action selection for a maximum number of failed logon attempts, application lock, an inactivity timeout, and certificate delivery.

Question 3: Do any sections of the proposal require a narrative response?

Response 3:

Narrative responses are not required. However, should a vendor provide an "or equal" bid, the vendor should include literature documenting the adherence to the mandatory specifications.

Question 4: Section 4.4.7 includes a request for pricing on a "Defensive Driving Training Center Program", but it is not clear what elements this entails in the SOW nor is there an area on the spreadsheet to price it out. Can this item be clarified?

Response 4: [Solicitation Page 16] Add the following Section and Subsections:

4.1.21 Defensive Driving Training Center Program:

- 4.1.21.1 Vendor will provide a stable, standardized program recognized by the National Safety Council (or equivalent). That means a course taught in West Virginia is same course taught to drivers throughout the world.
- 4.1.21.2 Vendor will certify the West Virginia FMO DDC Training Center and its instructors to assure consistent, accurate, and dependable training for driver improvement or driver education program for point reduction, insurance discount, ticket dismissal, corporate training, and driver re-training.
- 4.1.21.3 Vendor will conduct annual update seminars for DDC instructors to ensure they are up to date on current issues, legislation, and curriculum changes.
- 4.1.21.4 Vendor will review all instructor credentials on an annual basis.

Question 5-A: For items 4.4.4, 4.4.5, and 4.4.6 the spreadsheet entries do not appear to coincide with the request for instructor led training in the SOW. The spreadsheet shows cells for items related to instructor training and certification courses, not instructor led training. Could the spreadsheet be updated to align with the SOW?

Question 5-B: Relative to 6.2.2, if the Vendor elects not to bid a particular category, the Vendor must indicate by entering "No Bid" in the appropriate space provided on the Cost Proposal Bid Sheet. Would the state of West Virginia establish a minimum number of courses needed to supply the state with defensive driver instructor training?

Response 5:

Revise cost sheets are attached.

The spreadsheet is intended to capture all costs associated with a course of instruction. As the State does not have a pool of trained/certified instructors, the State assumes that the Vendor will require instructors to be certified in each course of instruction they intend to teach prior to teaching the course, which adds additional cost categories to the spreadsheet that are unique to the initial instructor training/certification requirement.

[Solicitation Page 18, Sections 6.2.2 and 6.2.3]

- 6.2.2 If the Vendor elects not to bid a particular category, the Vendor must indicate by entering "No Bid" in the appropriate space provided on the Cost Proposal Bid Sheet.

6.2.3 If no fee will be imposed on the State, the Vendor must indicate by entering "\$0.00" in the appropriate space provided on the Cost Proposal Bid Sheet.

Question 6: DDC 8/6 and DDC Attitudinal Dynamics of Driving are NSC trademarked courses. Just to clarify, are similar courses that meet the contact hours and course objectives requirements acceptable as alternatives?

Response 6: Any similarities to trademarked materials contained in the solicitation are strictly coincidental, do not reflect a Vendor preference on the part of the State, and will include and infer the statement "or equivalent" in all cases.

Question 7: Relative to the Instructor-led courses, would the vendor be able to sub-contract with trained state employee instructors to deliver the course(s)?

Response 7: The State will not provide staffing to the vendor for utilization in the fulfillment of this contract. The responding vendor will be contractually responsible for any and all work performed under this contract including any work performed by subcontractors.

Product ↓ Service →	Course Author	Course Name	Estimated Participant Requirement	Course Cost (\$X)	Discount or Rebate (\$X)	Net Course Cost (\$X)	Total Cost (\$X)
Instructor Trainer Course DDC 8/6 (or equivalent)							
Course Author							
Course Title		Instructor Trainer Course DDC 8/6 (or equivalent)					
Teaching DDC Instructor Trainer Kit (or equivalent)			5				
Total Cost							

Product ↓ Service →	Course Author	Course Name	Estimated Participant Requirement	Course Cost (\$X)	Discount or Rebate (\$X)	Net Course Cost (\$X)	Total Cost (\$X)
Instructor Trainer Course Attitudinal Dynamics of Driving (or equivalent)							
Course Author							
Course Title		Instructor Training Course Attitudinal Dynamics of Driving (or equivalent)					
Instructor Training Attitudinal Dynamics of Driving (or equivalent)			5				
Total Cost							

Product ↓ Service →	Course Author	Course Name	Estimated Participant Requirement	Course Cost (\$X)	Discount or Rebate (\$X)	Net Course Cost (\$X)	Total Cost (\$X)
Annual Instructor Recertification DDC 8/6 (or equivalent)							
Course Author							
Course Title		Annual Instructor Recertification DDC 8/6 (or equivalent)					
Instructor Development Course Registration			50				
Instructor Certification Package			50				
Teaching Kit (English and Spanish)			50				
Course Guide and Certificate of Completion (English)			500				
Course Guide and Certificate of Completion (Spanish)			50				
Annual Instructor Recertification			50				
Annual Video Lease Renewal			50				
Total Cost							

Product ↓ Service →	Course Author	Course Name	Estimated Participant Requirement	Course Cost (\$X)	Discount or Rebate (\$X)	Net Course Cost (\$X)	Total Cost (\$X)
Annual Instructor Recertification DDC 4 (or equivalent)							
Course Author							
Course Title		Annual Instructor Recertification DDC 4 (or equivalent)					
Instructor Development Course Registration			50				
Instructor Certification Package			50				
Teaching Kit (English and Spanish)			50				
Course Guide and Certificate of Completion			500				
Annual Instructor Recertification			50				
Annual Video Lease Renewal			50				
Total Cost							

Product ↓ Service →	Course Author	Course Name	Estimated Participant Requirement	Course Cost (\$X)	Discount or Rebate (\$X)	Net Course Cost (\$X)	Total Cost (\$X)
DDC Self-study (or equivalent)							
Course Author							
Course Title		DDC Self-study (or equivalent)					
Corporate Package (25 study guides and 1 DVD)			50				
Individual Kit (1 study guide and 1 DVD)			500				
Study Guide and Certificate of Completion			1000				
Total Cost							

Product ↓ Service →	Course Author	Course Name	Estimated Participant Requirement	Course Cost (\$X)	Discount or Rebate (\$X)	Net Course Cost (\$X)	Total Cost (\$X)
DDC Online (or equivalent)							
Course Author							
Course Title		DDC Online (or equivalent)					
Online Program (English)			9000				
Online Program (Spanish)			100				
Total Cost							

Product ↓ Service →	Course Author	Course Name	Estimated Participant Requirement	Course Cost (\$X)	Discount or Rebate (\$X)	Net Course Cost (\$X)	Total Cost (\$X)
DDC Attitudinal Dynamics of Driving (or equivalent)							
Course Author							
Course Title		DDC Attitudinal Dynamics of Driving (or equivalent)					
Instructor Development Course Registration			50				
Pre-certification Kit			50				
Instructor Certification Package			50				
Teaching Kit (English and Spanish)			50				
Course Guide, Self-assessment profile, and Certificate of Completion			500				
Annual Instructor Recertification			50				
						Total Cost	

Product ↓ Service →	Total Cost
Instructor Trainer Course DDC	
Instructor Trainer Course ADoD	
DDC 8/6	
DDC 2-4	
DDC Online	
DDC Self-study	
DDC ADoD	