



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
GOV12019

PAGE
1

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

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

OFFICE OF THE GOVERNOR
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0370 304-558-2000

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/18/2012				

BID OPENING DATE: 06/04/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
***** ADDENDUM NO. 1 *****						
THIS ADDENDUM IS ISSUED TO:						
1) EXTEND THE BID OPENING DATE AND TIME TO: 06/04/2012 AT 1:30 PM						
2) PROVIDE THE ATTACHED TECHNICAL QUESTIONS AND ANSWERS						
***** 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).

TECHNICAL QUESTIONS AND ANSWERS

GOV12019

1. Part 1, Section 1.9 Submission: Is there a particular format or structure in which the West Virginia Purchasing Division would like the Expression of Interest to be submitted?
All Vendors' should submit their bid using the format order provided in Part 4 section 4.1b of the Expression of Interest.
2. Part 1, Section 1.9 Submission: Is there a recommended or maximum page length for submitting EOI's?
No.
3. Part 1, Section 1.9.2 Submission: Is there a particular number of convenience copies that should be submitted?
All vendors should submit 5 convenience copies along with their original to the Purchasing Division.
4. Part 1, Section 1.17: Is there a Mandatory Pre-bid Conference?
No.
5. Part 3, Section 3.2 Project Description: What degree of collaboration is expected or permitted between the contractor and relevant state agencies (WV Dept. of Health & Human Resources, Bureau for Medicaid Services, Bureau for Senior Services, etc)?
In order to perform the work requested, it is expected the contractor will collaborate with the aforementioned agencies to gain an understanding of the agencies' organizational structure and culture, as well as access data to properly perform the review.
6. Part 3, Section 3.2 Project Description: Will the contractor play a role in helping to operationalize and/or implement any of the recommendations?
The contractor will not play a role in helping operationalize/and or implement any of the recommendations.
7. Part 3, Section 3.2 Project Description: What are the required deliverables for the engagement? Is there a recommended format for presenting the findings and recommendations? Is there a recommended number of reports, frequency, and/or recommended report length?
A monthly electronic progress report to the Project Manager will be required. A final written report will be presented by the vendor to the Governor and Staff
8. Part 3, Section 3.4.10 Term of Contract: Is there an estimated date for the initiation of the contract? What is the expected duration of the work?

Once the contractor is selected, the work should commence as soon as possible. The duration will be decided between the contractor and the Governor's Office but should conclude no later than December 31, 2012.

9. Part 4, Section 4.1 Evaluation and Award Process: Is there a recommended number of references from clients that should be included in the EOIs?

Three.

10. Page 5, Section 3.2: Are there any other state agencies that are integral to operation of the Medicaid Program that needs to be included in the Medicaid Best Practices Review (for example Behavioral Health)?

Department of Health and Human Resources, Senior Services and Medicaid.

11. Page 5, Section 3.2: Could the state provide more detail on the scope of the Medicaid Program "related services" and "other fiscal issues affecting the state" that need to be considered in the Medicaid Practice Review?

All Health Care Programs interested in balancing the quality of care and cost in state government.

12. What are the parameters regarding "on going advice" to the Governor?

The vendor must respond to the Governor's Office on implementation questions or any follow-up details after the final report is presented.

13. Can you provide additional detail on what will be required for the oral presentations? Will all bidders have the opportunity to participate in oral presentations?

The evaluation committee will select three firms deemed to be the most highly qualified to perform the work required. Those firms will be asked to make an oral presentation to the evaluation committee. Video conferencing will be available for presentation.

14. What is the application of W.Va Code section 5G-1-3 to this Procurement?

Paragraph 1 of part 4.1a has been modified to clarify . The first paragraph of 4.1a is changed to read as follows:

Expressions of interest will be evaluated and awarded in accordance with the procedures outlined in 5G-1-3 "contracts for architectural and engineering services; selection process where total project costs are estimated to cost two hundred fifty thousand dollars or more."