



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Solicitation

NUMBER
FLC13106

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
ROBERTA WAGNER 304-558-0067

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

HEALTH AND HUMAN RESOURCES
 OIG - OHFLAC
 408 LEON SULLIVAN WAY
 CHARLESTON, WV
 25301-1713 304-558-2026

DATE PRINTED
03/13/2013

BID OPENING DATE:

03/28/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
BID OPENING: MARCH 28, 2013 AT 1:30 PM						
ADDENDUM NO. 1						
1. ADDENDUM ISSUED TO PROVIDE ANSWER TO QUESTIONS REGARDING THE ORIGINAL SOLICITATION. QUESTIONS AND ANSWERS ARE ATTACHED.						
2. TO PROVIDE THE HIPAA VERBIAGE AS A PART OF THE ORIGINAL MASTER TERMS AND CONDITIONS. HIPAA VERBIAGE IS DEFINED AS ATTACHED.						
3. TO PROVIDE ADDENDUM ACKNOWLEDGEMENT. THIS DOCUMENT SHOULD BE SIGNED AND SUBMITTED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN THE DISQUALIFICATION OF YOUR BID.						
***** END OF ADDENDUM NO. 1 *****						

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

SOLICITATION NUMBER: FLC13106

Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

1. To provide answer to questions regarding the original solicitation.
2. To provide HIPAA verbiage
3. To provide Addendum Acknowledgement

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

<p>FLC13106 – Addendum 1 This addendum is to respond to vendor questions raised through 3/12/13.</p>	
<p>Question 1: Instructions: In section 3.3.1:</p>	<p>On page 6, the text refers to bid type, indicating this is a 'COST' bid "The vendor shall submit one original technical and one original cost proposal" Please clarify how many and what type of proposal should be submitted. If a technical proposal is required, please define.</p>
<p>Response 1:</p>	<p>Cost proposal and convenience copies should be submitted in each copy of the submission.</p>
<p>Question 2: In sections 3.1.4, 3.1.10, & Project A:</p>	<p><i>Would it be appropriate, in addition to the eight regional test sites mentioned which would offer unimpeded services, to offer three additional test sites on a contingency basis that would only test if a minimum number of candidates applied?</i></p>
<p>Response 2:</p>	<p>The minimal number of testing sites is eight. The Vendor is free to offer additional sites, as long as those options are pre-approved. However, once testing for those approved sites have been advertised to the public, test dates may not be canceled.</p>
<p>Question 3: Page 27: Project A</p>	<p>In item 11), it states, "Hand washing shall be included in every skill." Does this mean that the candidates, during the skills exam, will wash their hands after each individual skill performed, or that, in general, hand washing will always be a skill performed during the skills examination?</p>
<p>Response 3:</p>	<p>All candidates will be required to perform "initial steps" at the beginning of each exam. For exam purposes, the candidate will only have to physically wash their hands once unless their hands become soiled. However, the candidate will need to announce to the rater when he or she would be required to wash hands throughout the skill assessment.</p>
<p>Question 4: Pages 29 & 30 Project A</p>	<p>In item 20), it states that "The following reports may be submitted separately or information may be consolidated, when applicable." <i>Involving the information to be included in those reports (page 30), would it be appropriate to submit a Microsoft Access Table with the required information included as 'consolidated'?</i></p>
<p>Response 4:</p>	<p>As long as the Vendor works with the state to ensure the format and software can be utilized by the state, the state would be willing to accept the reports. The reports the Vendor must supply to the provider must also be in a usable format approved by the state.</p>
<p>Question 5: Page 45: 7.8</p>	<p><i>"Vendor shall provide quarterly reports and annual summaries to the Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchases. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract."</i> <i>Because the Agency is not purchasing items/services from the successful bidder, please clarify exactly what reports are required. It appears this same information is included in the reports mentioned on Pages 29 and 30 of the RFQ.</i></p>
<p>Response 5:</p>	<p>This is not applicable to this RFQ.</p>

<p>Question 6: Section 3.4:</p> <p>Response 6:</p>	<p>Per RFP Section 3.4, Delivery of Services, vendors are to begin administering written (computer-based or paper) and oral evaluations six (6) weeks after contract award. Given this is a short timeframe for transitioning a complex nurse aide/medication aide training and testing program such as West Virginia's, will OHFLAC be flexible in allowing the selected vendor sufficient transition time between the contract award date and the contract launch date? It is industry practice to allow for an implementation period of 90 to 120 days after contract award when there is a potential change of vendors.</p> <p>The state will allow 90 days after contract award before the administration of written and oral evaluations.</p>
<p>Question 7: Project C:</p> <p>Response 7:</p>	<p>Per Project C: Competency Evaluation of Approved Medication Assistive Personnel (AMAP), can OHFLAC please provide its rationale for requiring that an approved AMAP-RN proctor the written evaluations that are administered via computer or orally?</p> <p>West Virginia State Code and Legislative Rule require the tests to be administered by a registered professional nurse. The Legislative Rule further states the registered professional nurse must "have completed the facility trainer / instructor orientation course". In addition, OHFLAC in conjunction with the nursing council, per the AMAP Provider Manual, requires the RN to be AMAP approved.</p>
<p>Question 8: Project C:</p> <p>Response 8:</p>	<p>Per Project C: Competency Evaluation of Approved Medication Assistive Personnel (AMAP), requirement (4), can OHFLAC please provide the number of AMAP examinations that were administered orally for each of the last three years?</p> <p>This option was not previously available.</p>

HIPAA BUSINESS ASSOCIATE ADDENDUM: THE WEST VIRGINIA STATE GOVERNMENT HIPAA BUSINESS ASSOCIATE ADDENDUM (BAA), APPROVED BY THE ATTORNEY GENERAL, IS AVAILABLE ONLINE AT:

[HTTP://WWW.STATE.WV.US/ADMIN/PURCHASE/VRC/HIPAA.HTML](http://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 COVERED ENTITY (45 CFR 160.103) AND WILL BE DISCLOSING PROTECTED HEALTH INFORMATION (45 CFR 160.103) TO THE VENDOR.

ADDITIONALLY, THE HIPAA PRIVACY, SECURITY, ENFORCEMENT AND BREACH NOTIFICATION FINAL OMNIBUS RULE WAS PUBLISHED ON JANUARY 25, 2013. IT MAY BE VIEWED ONLINE

AT:

[HTTP://WWW.GPO.GOV/FDSYS/PKG/FR-2013-01-25/PDF/2013-01073.PDF](http://www.gpo.gov/fdsys/pkg/FR-2013-01-25/pdf/2013-01073.pdf)

ANY ORGANIZATION, THAT QUALIFIES AS THE AGENCY'S BUSINESS ASSOCIATE, IS EXPECTED TO BE IN COMPLIANCE WITH THIS FINAL RULE. FOR THOSE BUSINESS ASSOCIATES ENTERING INTO CONTRACTS WITH A HIPAA COVERED STATE AGENCY BETWEEN JANUARY 25, 2013 AND THE RELEASE OF THE 2013 WV STATE AGENCY BUSINESS ASSOCIATE AGREEMENT, OR SEPTEMBER 23, 2013 (WHICHEVER IS EARLIER), BE ADVISED THAT YOU WILL BE REQUIRED TO COMPLY WITH THE 2013 WV STATE AGENCY BUSINESS ASSOCIATE AGREEMENT. FOR THOSE BUSINESS ASSOCIATES WITH CONTRACTS WITH A HIPAA COVERED STATE AGENCY EXECUTED PRIOR TO JANUARY 25, 2013, BE ADVISED THAT UPON RENEWAL OR MODIFICATION, YOU WILL BE REQUIRED TO COMPLY WITH THE 2013 WV STATE AGENCY BUSINESS ASSOCIATE AGREEMENT NO LATER THAN SEPTEMBER 22, 2014.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: FLC13106

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

Company

Authorized Signature

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.
 Revised 6/8/2012