



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

Solicitation

NUMBER
BOM140018

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
BUYER 44 304-558-2306

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

WV BOARD OF MEDICINE
 101 DEE DRIVE
 SUITE 103
 CHARLESTON, WV
 25311 304-558-2921

DATE PRINTED
02/19/2014

BID OPENING DATE: 02/26/2014

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
ADDENDUM IS ISSUED:						
1. TO PROVIDE RESPONSES TO VENDORS' QUESTIONS REGARDING THE ABOVE SOLICITATION. QUESTION AND ANSWER PAGES ARE ATTACHED.						
2. TO PROVIDE ADDENDUM ACKNOWLEDGMENT. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED 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: BOM140018
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 copy of vendor questions and responses.
2. To provide Addendum Acknowledgment form.

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



State of West Virginia *Board of Medicine*

0004

REV. O. RICHARD BOWYER
PRESIDENT

LETITIA E. TIERNEY, MD, JD
SECRETARY

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Charleston, WV 25311
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MICHAEL L. FERREBEE, MD
VICE PRESIDENT

ROBERT C. KNITTLE
EXECUTIVE DIRECTOR

System Automation questions regarding State of West Virginia Solicitation number BOM140018
For the West Virginia Board of Medicine.

1. The solicitation cover sheet says to send correspondence to Bob Kilpatrick, however, it says questions and proposals should be sent to Dean Wingerd. Who should receive the questions and proposal? **Dean Wingerd**
2. Will the agency provide all vendors with a copy of all questions and answers received and answered by the Board? **Yes**
3. As the Board is looking for the vendor to provide a website that includes more than just licensing services, can the Board be more specific as to what the agency website will need to include? Who is responsible for managing this content? **A visit to our current website will provide you with the array of information offered to the public and to licensees**
4. Who will provide the content for the agency website? **The Board of Medicine staff – more specifically the IT Coordinator**
5. Who will be responsible for on-going updates to the agency website? **The IT Coordinator**
6. Has the Board identified system administrators who will administer the licensing system after system acceptance? **The Board IT Coordinator will be the systems administrator with support from the vendor. Most if not all communication with the vendor will be through the IT Coordinator.**
7. What is the budget for this project? **We do not issue budget figures for this project.**
8. Can the Board provide additional system requirements so a vendor can determine what type of customization may be necessary? **Additional system requirements would be contingent upon the legislative changes in mandates which cannot be predicted.**

9. What is meant by “cloud-based documentation program?” **A program whereby you can access our database wirelessly pull up information made available for board members, make notes, highlight, etc. and place it back into the system to be pulled up for committee/board meetings**
10. Please provide the technical interface requirements for the Boards credit card payment processor? **Credit card interface is handled by the WV Treasurers Office who would continue to control this aspect**
11. What payment methods does the Boards credit card payment processor accept? **Licensees may pay their license/certification/renewal fees and any disciplinary fines by credit card.**
12. Does the agency have current documents or images that will need to be migrated into the new document repository? If so, how many, of what format, number of pages, etc.? **The intent is to transfer our existing database to the new system and move forward. We have a voluminous amount of paper historical files however the electronic conversion of these files is not part of this project.**
13. Can the Board provide additional details regarding “must provide a portal dashboard?” **A dashboard from which staff can gain access to different areas of the database from difference portals or perspectives such as licensee historical information, complaints, malpractice, application process and sort appropriately**
14. What is the preferred database platform for the new licensing system? **The current database is written in Microsoft SQL which we are comfortable with.**
15. Does the agency have an experienced database administrator who will be able to perform “data-mining searches?” **Yes**
16. Will the Board be able to extract all current legacy data to support the data conversion effort? **Yes**
17. Please confirm that the Board wants the vendor to support the agency users and all licensees? **Staff yes: licensees will have access to their address in order to make changes which would be pended until reviewed by staff**
18. Please confirm that the Board wants the vendor to support the agency users and all licensees 24 x 7? **The Board seeks vendor support 24x7 due to our obligations to our Board Members and licensees which do not always occur during a customary 8 hour work day. Direct support to licensees is not required.**

19. Do the RFP/RFQ signature pages need to be signed and provided as part of a vendor proposal or upon award of contract. **The Certification and Signature Page, which was page number 35 of the RFQ package needs to be signed and submitted with the vendor proposal or bid.**
20. Can the board provide additional requirements regarding this statement? The RFQ states that " All customization of the software required to meet the requirements of the Request for Quotation and the Board, and to achieve Acceptance, shall be included in the base bid" How is a vendor to fully understand/quantify what are the requirements of the Board, and what are the requirements to achieve acceptance. To build up an accurate base bid price, the vendors would need to understand these additional requirements. **The requirements required by the Board are spelled out in the text of the RFQ.**
21. Does the Board export license information to any outside agencies; for example: AMA, FSMB, VeriDoc? **Yes for these three and two local entities, the State Medical Association and West Virginia University.**
22. How many licenses, wallet cards and certificates will be printed from the database, and are each separate files? **In 2013 we licensed 531 MDs, 4 DPMs, 86 PAs, 19 Medical Corporations and 22 PLLCs. Each received a license or certificate. Each licensee received a wallet card. We have issued approximately 334 Drug Dispensing Certificates and 225 Med. Corp. and PLLC renewal certificates. We also issued approximately 1,000 prescriptions writing privilege and/or change of location/supervisor certificates to PAs. They are separate files by licensee which is more of a feature of the current database than a preference. In 2015 we have biennial renewals for approximately 800 PAs as well as for half or 3,400 the licensed MDs. Some of the PA requirements will be greatly reduced if current legislation to modernize the PA statute and legislative rule is passed.**
23. What is the total number of online application forms? **14 plus we use the FSMB Uniform Application for MS initial applications. There are also several other forms online under the "Forms" section that we utilize. These forms currently have to be downloaded to paper to complete?**
24. What is the total number of online renewal forms? **5 The biennial renewals for MD and DPMs can be completed online and submitted. The PA renewal still has to be reduced to paper and sent in as do the Med. Corp. and PLLC renewal applications.**

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: BOM140018

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 acknowledgment should be submitted with the bid to expedite document processing.