

West Virginia Board of Risk and Insurance Management

On-Line Defensive Driver Training RIM#091313

Vendor Written Questions and Responses

The questions submitted and BRIM's response to each question is as follows:

Question #1: How many participants for the online defensive driving course do you expect during the life of the contract?

Response #1: Section 2.5 (A) on page three (3) of the RFP indicates BRIM's expectation of providing an on-line defensive driver training program that allows for up to 32,500 training views.

Question #2: What is the maximum number of pages the proposal response can be?

Response #2: Section 3.1 on page five (5) of the RFP states that proposals should be prepared simply and economically providing a straightforward, concise description of the vendor's abilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of the content. There are no restrictions regarding the maximum number of pages for a proposal response.

Question #3: The RFP includes attachments A, B, and C with space for a response. Are the responses required to be given in the blank spaces provided on those pages or can we provide a binder where the response to each section is provided and the attachment is placed in the front of each respective responses?

Response #3: Additional pages may be used as necessary.

Question #4: Do you expect to review the actual course that we intend to offer to your participants or can we provide the course at the time the contract is awarded?

Response #4: Yes, BRIM intends to review the proposed training programs from each participating vendor in this RFP.

Question #5: Is there a limit to the number of exhibits we can submit to the proposal (i.e., recommendation letters, etc)?

Response #5: There are no limitations.

Question #6: For the cost section can we provide our company financials to demonstrate ability to perform the contract or does this information go in another area?

Response #6: Cost proposal shall be submitted as outlined in Attachment (C) on page fourteen (14) of the RFP and section 3.3 (E) on page five (5) of the RFP. Submission of firm and staff qualifications should be submitted within section 3.3 (C) on page five (5) of the RFP.

Question #7: Where can I view the questions of other prospective vendors with regard to this particular RFP?

Response #7: Your organization's questions were the only questions submitted during the vendor written questions time period of the RFP. These questions and responses have been provided to you and will be provided on BRIM's webpage at <http://www.state.wv.us/Brim>.

Questions #8: Do businesses that will run this program from West Virginia get special consideration?

Response #8: Section 3.6 on page six (6) of the RFP allows for **Resident Vendor Preference**. In accordance with West Virginia Code §5A-3-37, vendors may make application for Resident Vendor Preference. Said application must be made on the Resident Vendor Certification form at the time of the proposal.

Question #9: Do woman owned businesses get special consideration?

Response #9: For any solicitations publicly advertised for bid on or after July 1, 2012, in accordance with West Virginia Code §5A-3-37(a)(7) and W.Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W.Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must to submit to BRIM with its bid, and must be properly certified under W.Va. CSR § 148-22-9 prior to submission of its bid to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W.Va. CSR § 148-22-9.

Question #10: Do disadvantaged businesses get special consideration?

Response #10: For any solicitations publicly advertised for bid on or after July 1, 2012, in accordance with West Virginia Code §5A-3-37(a)(7) and W.Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W.Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit to BRIM with its bid, and must be properly certified under W.Va. CSR § 148-22-9 prior to submission of its bid to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority-owned business shall be applied in accordance with W.Va. CSR § 148-22-9.

Question #11: Can photos be included in the RFP response?

Response #11: Yes.

Question #12: Is BRIM going to designate one winning RFP or will there be more than one selected.

Response #12: BRIM's intent is to select one successful vendor.

Question #13: If we include financial information in the Qualifications to demonstrate company financial strength and how its revenues have increased each year can we do so and mark the particular section confidential?

Response #13: Section 5.2 on page (8) of the RFP explains how documents submitted to BRIM in response to the RFP will be managed.