

# REQUEST FOR QUOTATIONS

THIS IS NOT AN ORDER

Return By

1:30 p.m. On 1/24/2011

|                            |           |
|----------------------------|-----------|
| Req. No.<br><b>11SA081</b> | Acct. No. |
|----------------------------|-----------|

Return To:

|  |  |
|--|--|
| WV INSURANCE COMMISSION<br>ATTN: VICKIE MARCUM<br>1124 SMITH STREET<br>CHARLESTON WV 25301 | PHONE:<br>(304) 558-6279<br><br>FAX:<br>(304) 558-4967 |
|--|--|

|                           |           |
|---------------------------|-----------|
| Date:<br><b>1/18/2011</b> | Acct. No. |
|---------------------------|-----------|

To Be Delivered To:  
**WV INSURANCE COMMISSION  
 1124 SMITH STREET  
 CHARLESTON WV 25301**

|                                |   |
|--------------------------------|---|
| Vendor                         | PLEASE NOTE DELIVERY REQUIREMENTS<br>AND QUOTE DEFINITE DELIVERY IN<br>NUMBER OF DAYS AFTER RECEIPT<br>OF ORDER.<br><br>QUOTATIONS TO BE BASED ON TERMS AND<br>CONDITIONS PRINTED HEREON. |
| <b>QUOTATIONS SUBMITTED BY</b> |   |
| Vendor Name                    |   |
| By (Signature)                 |   |
| Official Title                 | Date  |

|                       |      |       |               |        |
|-----------------------|------|-------|---------------|--------|
| Delivery Requirements | FEIN | Terms | Delivery Date | F.O.B. |
|-----------------------|------|-------|---------------|--------|

| Item No.   | Quantity | Description | Unit Price | Amount |
|--|----------|-------------|------------|--------|
| <b><u>REQUEST FOR QUOTATION</u></b><br><br>The WV Offices of the Insurance Commissioner is seeking bids from qualified vendors to provide the services of a research specialist for our office located at 1124 Smith St., Charleston, West Virginia.<br><br>Duties will include but are not limited to preparation of surveys, data summaries and analysis, evaluations of published research relevant to policy initiatives being undertaken by the OIC; develops program-related documents, including analyses of laws and regulations; represents the OIC to outside entities, agencies, vendors, and industry; and collaborates and consults with program staff with respect to development and implementation of program policies and procedures. May be required to attend and participate in meetings, training, and other events on behalf of the OIC.<br><br>Bid must be received and clocked in prior to the bid opening date and time of 01/24/2011 @ 1:30 p.m. Bids can be faxed to 304-558-4967 or you may email bids to Vickie.Marcum@wvinsurance.gov<br><br>Vendor's are not required to be a registered vendor in order to submit a quotation, but the successful bidder must register and pay the fee prior to the award of an actual purchase order. |          |             |            |        |

Resident Vendor Preference Request. I hereby certify that the above listed firm qualifies as a resident vendor and further request the resident vendor preference to be applied to this bid.

Signature \_\_\_\_\_

|  |                 |
|--|-----------------|
|  | <b>TOTAL \$</b> |
|--|-----------------|

**STATE OF WEST VIRGINIA  
PURCHASE CONTINUATION SHEET**

|   |            |
|---|------------|
| Requisition / P.O. No.:<br><b>11SA081</b> |            |
| File:                                     | Acct. No.: |
| Spending Unit:                            |            |

Vendor: \_\_\_\_\_ P.O. Date: \_\_\_\_\_

| Item No. | Quantity | Description  | Unit Price | Amount |
|----------|----------|--|------------|--------|
|          |          | <p><b>Minimum Requirements:</b></p> <p><b>Education/Training:</b><br/>Vendor must have a B.S. degree in Health Services Administration.</p> <p><b>Knowledge:</b><br/>Must have knowledge of the provisions of the "Patient Protection and Affordable Care Act"; Regulatory functions of State Insurance Commission Health Insurance plan design, terms, and provisions; statistical analysis; and survey design.</p> <p><b>Experience:</b><br/>Must have 6 months experience including: Policy research; Literature review; policy and program analysis; written Policy White Papers; critical evaluation of research; and public speaking and meeting moderating.</p> |            |        |