Virginia Information Technologies Agency

expect the best

SUPPLY CHAIN MANAGEMENT (SCM)

Information Technology / Telecommunications Products and/or Services
Invitation for Bid (IFB)

Contract #:	IFB #:	Date Issued:	Date Due:	APR #:	Approval #:
VA-040420-VSI	2004-028	March 16, 2004	April 14, 2004	125	

For Information, please e-mail or call: Joe Parr: joe.parr@vita.virginia.gov, -or- (804) 371-5991

ISSUING OFFICE:
Virginia Information Technologies Agency
Supply Chain Management Directorate
110 S. 7th Street, East Lobby
Richmond, VA 23219-9300

SHIP TO:
Virginia Information Technologies Agency
110 South 7th Street
Richmond, VA 23219
ATTN: Stuart Thacker

Sealed Bids for furnishing the Products and Services set forth in the schedule, will be returned to the Issuing Office. Please provide an original and 0 copies. If hand carried, deliver to the SCM receptionist located in the East Lobby of the address indicated. Bids must be received prior to 2:00 PM local time on the Date Due indicated above. Please read and understand the attached Solicitation Instructions.

This is an advertised solicitation consisting of (1) the Schedule of Products and/or Services, pages 2 through 9; (2) the Solicitation Instructions, pages S-1 Through S-3; and (3) the Mandatory Contractual Terms and Conditions, pages C-1 through C-16; and other provisions, representations, certifications or specifications as are attached or incorporated herein by reference. Bids will be publicly opened at: 2:10 p.m., local time April 14, 2004, in the ASD Conference Room, 110 South 7th Street, Lobby Floor.

Issued by:

Timothy W. Moore, Manager
SCM Integrated Sourcing

TWMoore
Signature

In compliance with the Terms and Conditions set forth in this solicitation, the undersigned agrees, if this offer is accepted within 90 days from the date due above, to furnish any or all Bid Items awarded at the prices offered in the Schedule, delivered to the Ship To address above within the time specified in the Schedule.

CONTRACTOR's FIN: 56-065-6680

Co. Name: Verizon South Inc.
Address: 600 E. Main St. 6th Floor
City/State/ZIP: Richmond, VA 23219
Signature: Michael H. McGhee
Print Name: Michael H. McGhee
Title: Regional Sls Mgr/Enterprise
E-mail: michael.h.mcghee@verizon.com
VOICE# / FAX#: 804-772-1469/804-772-1469 Fax

BILL TO:
Virginia Information Technologies Agency
110 South 7th Street
Richmond, VA 23219
ATTN: Accounts Payable

Accepted as to Bid Item numbers:	AMOUNT:	AWARD DATE:
all Items	$14,267.82	4/20/04
Commonwealth's Representative:	*COMMONWEALTH of VIRGINIA*	PAGE:
Joe A. Parr, Technology Contracts Manager	By: Joe Parr	1 -of- 9

Form 62 Rev. 2/10/2004

0DIT-62A 1-15-91	SCHEDULE	BID NO. 2004-028			PAGE 2 OF 9
NAME OF CONTRACTOR		REQUIRED DELIVERLY DATE (RDD) 30 DAYS ARO		INITIALS	
ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE	EXTENDED PRICE
1	Analog Centrex Lines (Monthly rate)	29	Ea	$11.55	$334.95
2	Digital Centrex Lines (Monthly rate)	8	Ea	$21.00	$168.00
3	Digital Centrex Software Only Numbers (Pseudo Numbers) Monthly Rate)	1	Ea	$1.00	$1.00
4	Voice Mail (45 min. storage)w Oper. Revert	8	Ea	$9.95	$79.60
5	Centrex Trunks (NARS)	9	Ea	$17.95	$161.55
	Subtotal Monthly Recurring- 1-5				**$745.10**
6	Federal Subscriber Line Charge-Analog	29	Ea	$9.20	$266.80
7	Federal Subscriber Line Charge-Digital	8	Ea	$7.00	$56.00
8	VA Relay Rate	37	Ea	$0.16	$5.92
9	Local Number Portability	29	Ea	$0.36	$10.44
10	**Additional Miscellaneous Monthly Charges**				
	Local Number Portability-Digital Line (ISDN Pipe)	8	Ea	$1.80	$14.40
	Federal Universal Service Charge- Analog Centrex	29	Ea	$0.09	$2.61
	Federal Universal Service Charge- Digital Centrex	8	Ea	$1.03	$8.24
	Analog Feature Package FP 1000	1	Ea	$2.00	$2.00
	Analog Feature Package FP 2000	1	Ea	$3.25	$3.25
	Voicemail Boxes-30 min w/Oper. Revert	1	Ea	$8.95	$8.95
	ISDN Feature Package	1	Ea	$2.00	$2.00
	Secondary Directory Number	1	Ea	$0.40	$0.40
	ISDN Port	1	Ea	$3.00	$3.00
	B-Channel	1	Ea	$3.00	$3.00
	Subtotal Monthly Recurring –Items 6-10				**$387.01**
	Subtotal Monthly Recurring – Items 1-10				**$1,132.11**

	Subtotal Annual Recurring-Items 1-10 (12 X line Items 1 thru 10)				**$13,585.32**
11	Install for Analog Centrex Line	29	Ea	$20.00	$580.00
12	Install for Digital Centrex Line	4	Ea	$20.00	$80.00
13	Digital Centrex Software Only Number (Pseudo Numbers)	1	Ea	$0.00	$0.00
14	Install for Voice Mailbox	8	Ea	$2.50	$20.00
15	Install for Centrex Trunk	9	Ea	$0.00	$0.00
16	Additional Install Costs				
	Local Number Portability-Digital Line (ISDN Pipe)	8	Ea	$0.00	$0.00
	Federal Universal Service Charge-Analog Centrex	29	Ea	$0.00	$0.00
	Federal Universal Service Charge-Digital Centrex	8	Ea	$0.00	$0.00
	Analog Feature Package FP 1000	1	Ea	$0.00	$0.00
	Analog Feature Package FP 2000	1	Ea	$0.00	$0.00
	Voicemail Boxes-30 min w/Oper. Revert	1	Ea	$2.50	$2.50
	ISDN Feature Package	1	Ea	$0.00	$0.00
	Secondary Directory Number	1	Ea	$0.00	$0.00
	ISDN Port	1	Ea	$0.00	$0.00
	B-Channel	1	Ea	$0.00	$0.00
	Subtotal Install Costs 11-16				**$682.50**
17	Price to Change PIC on Centrex Line Interlata	37	Ea	$0.00	$0.00
18	Price to Change PIC on Centrex Line Intralata	37	Ea	$0.00	$0.00
19	Additional Misc. Non-Recurring Charges	1	Ea	$0.00	$0.00
20	Service Order Charges	1	Ea	$0.00	$0.00
	Subtotal Miscellaneous Charges – Items 17 thru 20			**$0.00**	**$0.00**
	Total (Subtotal Monthly Recurring Costs+ Subtotal Installation Cost)				**$14,267.82**
					Page 3 of 9

Section 12A Supplemental Response and Explanation

	Services	Unit Price Monthly	Bills Per_____ (line, trk, pipe, etc)	Qty	Extended Unit	Explanation of Charge
1	Analog Centrex Lines (Monthly rate)	$11.55	Per Centrex line	29	$334.95	
2	Digital Centrex Lines	$21.00	per Digital line	8	$168.00	
3	Digital Centrex Software Only Numbers	$1.00	Per Number	1	$1.00	
4	Voice Mail (45 Min. storage) w/Oper. Revert	$9.95	Per Mailbox	8	$79.60	
5	Centrex Trunks (NARS)	$17.95	Per Trunk	9	$161.55	
	Subtotal Monthly Recurring - 1-5				**$745.10**	
6	Federal Subscriber Line Charge-Analog	$9.20	Per Analog line	29	$266.80	Federally mandated charge that is subjected to change
7	Federal Subscriber Line Charge-Digital	$7.00	Per Digital line	8	$56.00	Federally mandated charge that is subjected to change
8	VA Relay Rate	$0.16	Per NARS, Analog & Digital line	37	$5.92	Federally mandated charge that is subjected to change
9	Local Number Portability-Centrex Line	$0.36	Per Centrex Line	29	$10.44	Federally mandated charge that is subjected to change
10	**Additional Miscellaneous Monthly Charges**					
	Local Number Portability-Digital Line (ISDN Pipe)	$1.80	Per ISDN Pipe	8	$14.40	Federally mandated charge that is subjected to change
	Federal Universal Service Charge-Analog Centrex	$0.09	Per Analog Line	29	$2.61	Federally mandated charge that is subjected to change
	Federal Universal Service Charge-Digital Centrex	$1.03	Per ISDN Line	8	$8.24	Federally mandated charge that is subjected to change
	Analog Feature Package FP1000	$2.00	Per Line	1	$2.00	
	Analog Feature Package FP2000	$3.25	Per Line	1	$3.25	
	Voicemail Boxes-30 min w/Oper. Revert	$8.95	Per Mailbox	1	$8.95	
	ISDN Feature Package	$2.00	Per line	1	$2.00	
	Secondary Directory Number	$0.40	Per Number	1	$0.40	
	ISDN Port	$3.00	Per ISDN Line	1	$3.00	
	B-Channel	$3.00	Per Channel of ISDN Pipe	1	$3.00	

		Section 12B Response and Explanation				
11	Install for Analog Centrex Line	$20.00	Per Analog line	29	$580.00	
12	Install for Digital Centrex Line	$20.00	Per Digital line	4	$80.00	
13	Digital Centrex Software Only Number (Pseudo Numbers)	$0.00	Per Number	1	$0.00	
14	Install for Voice Mailbox	$2.50	Per Voicemail Box	8	$20.00	
15	Install for Centrex Trunk	$0.00	Per Trunk	9	$0.00	
16	**Additional Install Costs**					
	Local Number Portability-Digital Line (ISDN Pipe)	$0.00	Per ISDN Pipe	8	$0.00	Federally mandated charge that is subjected to change
	Federal Universal Service Charge-Analog Centrex	$0.00	Per Analog Line	29	$0.00	Federally mandated charge that is subjected to change
	Federal Universal Service Charge-Digital Centrex	$0.00	Per ISDN Line	8	$0.00	Federally mandated charge that is subjected to change
	Analog Feature Package FP1000		Per Line	1	$0.00	
	Analog Feature Package FP2000		Per Line	1	$0.00	
	Voicemail Boxes-30 min w/Oper. Revert		Per Mailbox	1	$0.00	
	ISDN Feature Package		Per line	1	$0.00	
	Secondary Directory Number		Per Number	1	$0.00	
	ISDN Port		Per ISDN Line	1	$0.00	
	B-Channel		Per Channel of ISDN Pipe	1	$0.00	

Mandatory Bid Requirements IFB No: 2004-028

Section 12 C

Core CentraNet/Centrex Service includes the following basic service features:

- Automatic Identification of Outward Dial (AIOD)
- Common Recorded Announcement on Intercept.
- Direct Inward Dialing (DID)
- Direct Outward Dialing (DOD), standard "Dial 9" Exchange access
- Distinctive Ringing
- Station-to-Station Calling
- Touch Tone (DTMF)l
- Call Hold
- Three-way calling
- Call Forwarding busy and no answer
- Call Forwarding Variable
- Call Pick-up
- Toll/Code Restriction

Feature Package 1000 includes the following features:

- Call Alternation
- Call PickUp- Direct
- Call Pick Up-Group
- Call Pick Up-Extended
- Call Waiting/Cancel
- Call Waiting Termination
- Dial Call Waiting
- Directory Number Hunting
- Hunting (Pilot Number)
- Hunting (Secretarial)
- Speed Calling Short List (Individual)
- Station Restriction
- Toll/Code Restriction
- Last Number Redial

Feature Package 2000

The features below are in addition to the CentraNet Series/Centrex 1000 Package features:

- Automatic Callback
- Call Park-Multiple
- Circular Hunting
- Data Line Security
- Multiple Classes of Service
- Saved Number Redial
- Speed Call Long List (System)
- Uniform Call Distribution (UCD Hunting)

Voicemail Boxes

The voicemail service is complete and includes all features as specified in the RFI.

1. This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia §2.2-4343.1 or against a bidder because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

2. The Virginia Information Technologies Agency (VITA) is soliciting bids from responsive and responsible Bidders for the establishment of a requirements-type contract, with firm fixed prices, for the delivery and installation of "Centrex-type" local exchange telephone service. The services specified in this solicitation shall be available to Authorized Users of the Commonwealth of Virginia telecommunications services that are located within the official geographical boundaries of the town of Warsaw, Virginia. which is located within the Verizon South local exchange telephone service territory.

   "Authorized Users" are defined as State Agencies, Institutions, and other public bodies as defined in § 2.2-4301 of the Virginia Public Procurement Act (VPPA).

3. Contractor must be able to provide Local Number Portability or present a methodology (such as Remote Call Forwarding) at the Contractor's expense which will facilitate the authorized User's desire to retain existing telephone numbers.

4. The contract awarded as the result of this solicitation shall be for one (1) year. The Commonwealth, at its sole discretion, reserves the right to extend the contract, at the prices quoted or less, for up to three (3) additional one (1) year periods. Should the Commonwealth elect to exercise this option, the Contractor will be notified of the State's decision not less than thirty (30) days prior to the expiration of the initial contract or its subsequent extension period(s).

5. Award, if made, will be to the responsive and responsible Bidder with the lowest total one-year price for the items listed on the Price Schedule (page 2 of this solicitation). The Commonwealth reserves the right to purchase additional quantities of any Centrex and Voice Mail services and features offered by the bidder and listed at the price quoted or less at any time during the term of the contract or its extended periods, if any.

6. This solicitation identifies the services that the Contractor must be capable of providing during the term of the contract. Although the Price Schedule specifies the quantities and types of services the Commonwealth anticipates initially procuring, the state offers the successful Bidder no guarantees or assurance that any minimum quantity of the services listed will be purchased or, if purchased, will remain in service for any minimum period of time.

7. To be eligible to bid, Bidders must be currently authorized by the Virginia State Corporation Commission (SCC) to provide local exchange telephone service within the city of Warsaw, Virginia.

8. It is the responsibility of the Bidders to understand all requirements and specifications contained in this solicitation. Any questions and/or comments concerning this solicitation must be submitted, in writing, to the attention of Joe A. Parr at the address listed in Block #6, page 1 of this solicitation no later than April 5, 2004. Please mark the outside of your envelope "QUESTIONS CONCERNING IFB 2004-028". Written questions my also be submitted via facsimile to (804) 371-5969 or via e-mail to joe.parr@vita.virginia.gov. No response will be made to telephone calls.

9. Bidder's attention is directed to Section 2.b, page s-1, of the Solicitation Instructions concerning the requirement for Federal Identification Numbers (FIN) to be placed on page 1 of the Invitation for Bids. PLEASE NOTE THAT FAILURE TO PROVIDE THIS NUMBER MAY RESULT IN OUR INABILITY TO VERIFY YOUR REGISTRATION AND YOUR BID BEING RULED NON-RESPONSIVE.

10. Required Service Delivery Intervals:

    A. Initial Service – Existing Locations

       Subsequent to award of a Contract, within thirty (30) calendar days after receipt of a properly executed Telecommunications Service Order from VITA, the Contractor shall deliver and install the initial service required at the Virginia Employment Commission at 14243 History Land Highway, Warsaw, Virginia and the Department of Rehabilitative Services, 475 Main Street, Warsaw, Virginia..

    B. Additional Locations

Within thirty (30) calendar days after receipt of a properly executed Telecommunications Service Order from VITA, the Contractor shall deliver and install up to thirty new Centrex lines at any location within the area identified herein. The

Commonwealth will negotiate with the Contractor to establish a mutually acceptable installation interval for new service involving more than thirty (30) lines to be installed in locations that have never before utilized Centrex service.

C. MAC's - (Moves, Adds, Changes)

After service has been established at a location within the specified service area, the Contractor shall deliver and install additions and/or make changes to in-place services, and/or de-install or disconnect existing service in accordance with the following time-frames:

(1) Service orders involving up to ten (10) Centrex lines shall be completed within ten (10) calendar days after receipt of the order from VITA.

(2) Service orders involving up to thirty (30) Centrex lines shall be completed within twenty (20) calendar days after receipt of the order from VITA.

(3) Upon receipt of a service order from the state involving more than thirty (30) lines, the Contractor shall contact the Service Order Representative listed on the order to negotiate a mutually acceptable installation date for completing the requested work.

11. Bidders attention is directed to the Code of Virginia 58.-3813.1. Please note that the Commonwealth is exempt from paying E-911 charges. Bidders shall not include such charges in their bid response and any inclusion of E-911 charges shall result in the Bidder's response being declared non-responsive.

12. Mandatory Bid Response Requirements:

A. In line Item #9 on the Price Schedule entitled, "Additional Miscellaneous Monthly Recurring Costs," Bidders shall provide the total monthly cost of all charges, surcharges and fees, if any, the Commonwealth will incur in addition to the monthly costs quoted for utilization of the services specified on the Price Schedule. On a separate sheet submitted with their bids, Bidders shall provide an itemized listing and unit prices for each of the pricing elements included in the "Additional Miscellaneous Monthly Charges" quoted on the Price Schedule. A brief explanation of the manner in which the charges will be applied must also be submitted with the bid, i.e., "cost per line per month, cost per trunk per month, etc."

NOTE: BIDDERS SHALL INCLUDE WITHIN THIS CATEGORY ALL APPLICABLE MONTHLY CHARGES LEVIED BY ANY GOVERNMENTAL ENTITY WITH JURISDICTION OVER THE DELIVERY OF THE SERVICES SPECIFIED IN THIS IFB.

B. In the space of the Price Schedule entitled, "Additional Miscellaneous Non-recurring Charges" line Item #15, Bidders shall provide the total additional one-time costs, if any, the Commonwealth will incur, in addition to the non-recurring installation costs listed on the Price Schedule, when ordering service from the contract. On the separate sheet required above, Bidders shall provide an itemized listing and unit prices for each of the pricing elements included in the "Additional Miscellaneous Non-Recurring Charges" quoted on the Price Schedule. A brief explanation of the manner in which the charges will be applied must also be submitted with the bid, i.e., "cost per service order, cost per day, construction costs, etc."

C. Bidders: Provide a separate detailed list of the additional Centrex and Voice Mail services and features, if any, that are available with the services specified herein at no additional cost to the Commonwealth.

13. The Commonwealth reserves the option to avail itself of any of the additional Centrex and/or Voice Mail features/services offered by the Bidder in response to paragraph #12.C. above at any time during the initial term of the contract or its subsequent renewal periods.

4. The Contractor shall provide a single point of contact for the reporting of service problems encountered by the Commonwealth while using the services. The point of contact shall be staffed and available twenty-four (24) hours a day, seven (7) days a week, including weekends and holidays.

5. The Commonwealth shall be rebated, or credited, a prorated hourly portion of the applicable monthly service charges for each occurrence during which the Commonwealth is denied use of the service for eight (8) hours or more during any consecutive thirty (30) day period. The rebate shall apply to the initial eight (8) hours and all additional hours or portions thereof, during which the state is denied access to the service, or provide a credit to the Authorized User for each eight (8) hours or portion thereof that the Commonwealth is denied access to the service.

16. Mandatory Installation Requirements:

A. The Contractor shall terminate all cable pairs on a Contractor provided RJ-21X network interface device (NID) located in the facility's building main telecommunications equipment room. The NID shall be labeled with the seven (7) digit telephone number to clearly identify the location of each Centrex line on the interface. The NID shall be located in each facility's building main telecommunications equipment room.

Additionally the Contractor shall provide and install fast-acting gas-tube transient voltage surge suppressors on each line installed in the facility. The Commonwealth will not accept carbon block protectors as secondary protection.

NOTE: The Commonwealth will be responsible for all intra-building cabling from the NID to the telecommunications outlets for Telephone sets, facsimile machines, etc.

B. The Contractor shall be responsible for cross-connecting the Centrex lines to the building's in-place telecommunications cabling system to provide service in the locations identified by the agency.

C. It shall also be the responsibility of the Contractor to fully test the installed service to certify that the service and all features are functioning properly from the CO to the NID.

D. During the course of the installation, the Contractor shall not interfere with the current operational telephone system and/or telecommunications cabling system in a manner that causes operational outages. In the event that temporary modifications to the existing telephone and/or cabling systems become necessary to complete the installation of the new service, the Contractor shall notify the on-site contact person of such need in order to schedule a mutually agreeable time for the state to have the modifications completed.

E. The Contractor shall be responsible for obtaining all rights-of-way, licenses, and/or permits required by applicable authorities in order to install the services at the locations specified on the Telecommunications Service Order issued by VITA.

17. Mandatory Training Requirements:

A. The Contractor shall be responsible for providing hands-on training on the use of the service for all agency users. Training shall be provided using fully functional Centrex service and telephone equipment provided by the agency. The provision of the training shall be coordinated directly with the user agency.

B. Training shall be provided on-site during the same week as but not prior to cutover of the service.

C. A refresher training class shall be held not more than fourteen (14) days after cutover at a time coordinated with the user. The training class will serve as a make-up session for users who missed the initial sessions. The trainer shall also be available to address user questions that may have arisen after the installation of the service.

D. The Contractor's training personnel shall have had previous training experience, general knowledge of the services bid, and detailed knowledge of the specific design and configuration of the services installed.

E. Training Material - customized training material, i.e., operation manuals, instruction cards, logs, etc., shall be provided in conjunction with a verbal explanation of the system features and configuration.

F. All costs for training and training materials shall be included in the basic cost of services to be provided.

18. Telecommunications Service Order (TSO) Processing:

A. VITA reserves the exclusive authority to order service from the contract that results from this solicitation. All requests for service under the contract will be submitted to the Contractor on a Virginia Information Technologies Agency, "Telecommunications Service Order (TSO)" that has been signed by an authorized "Ordering Officer" appointed by VITA's Contracts Manager, or designated representative. The Ordering Officers appointed by VITA's Contracts Manager are identified in the paragraph of the "Contractual Terms and Conditions" section of this solicitation entitled,

"Ordering Officers". A properly endorsed TSO issued by VITA will serve as the only official document for ordering services from the contract, and will cite the contract as its ordering authority.

B. The TSO will clearly identify the services desired, requested service installation date, point of contact at the site that is familiar with the installation requirements, and other information necessary to accurately deliver the required services.

C. Changes, additions and or deletions to the services requested will not be permitted unless approved in advance by an Ordering Officer.

D. Upon processing a properly issued TSO, the Contractor must provide VITA written confirmation that the service requested will be delivered as ordered, or amended with approval from an Ordering Officer. The written confirmation must include the Contractor's service order number, the newly assigned telephone number (if applicable), service installation date, and the name and telephone number of the Contractor's representative responsible for processing the TSO. The confirmation should be received by VITA's ordering office at least seventy-two (72) hours before the agreed to due date.

E. All additional instructions pertaining to TSOs are identified in the paragraph of the "Contractual Terms and Conditions" section of this solicitation entitled, "Telecommunications Service Orders (TSO)."

NOTE: A copy of a VITA Telecommunications Service Order (TSO) is provided in "Attachment A".

`9. Warranty and Maintenance Requirements:

A. The local exchange service shall be warranted to operate free from failure and shall be available for use by the Commonwealth twenty-four (24) hours per day, seven days per week, including weekends and holidays. The cost of the warranty shall be included in the monthly cost for the service.

B. The Contractor shall respond to reports of interruptions of the normal operation of the local exchange services within one (1) hour after receipt of notification from the Commonwealth. The Contractor's response may be on-site or from a remote location based on the Contractor's determination of the source of the failure. If an on-site response is required, the contractor's repair personnel shall be on-site and working to restore service within four (4) hours after receipt of the initial report of the failure

20. Mandatory Technical Requirements:

A. The Contractor shall have both analog and digital Centrex-type service available at all locations within the specified service area. The analog service shall be configured for use with telephone industry standard "2500-type" telephone sets. The digital lines may utilize Integrated Service Digital Network (ISDN) technology or other digital signaling technologies configured in accordance with National ISDN-1 (NISDN–1) specifications to support voice, data, and/or video communications or any combinations thereof that are supported by a variety of fully compatible commercially available digital telephone sets

B. Each Centrex line shall be configured with direct inward dialing (DID), direct outward dialing (DOD), minimum four (4) digit station-to-station calling (intercom), ability to selectively allow or deny lines / trunks the ability to place long distance (toll) calls, call hold, call transfer all calls (internal and external), consultation hold, three-way calling (conference), and call forwarding-busy and no-answer (within the system), call forwarding-variable (inside and outside system), and call pick-up.

The analog and digital Centrex lines shall be configured for DTMF and loop start signaling.

C. The service shall be installed and maintained with a trunk (Network Access Register – NAR) to line ratio of a minimum of one trunk for each eight (8) Centrex lines in service.

D. The ability to restrict lines from dialing certain NPA's such as 700 and 900.

E. Integrated Voice mail service shall be available with both the analog and digital Centrex lines. Each voice mailbox shall be configured to provide a minimum of fifteen (15) minutes of storage for recorded voice messages and greetings. The

voice mail service shall allow interactive messaging among voice mailboxes within the Centrex to provide capabilities such as message forwarding, broadcast messages, etc.

The voice mail service shall be integrated with the Centrex service to automatically activate visual message waiting indicators of system-compatible analog and digital telephone sets. The visual signals shall be activated when messages have been received in the voice mailboxes associated with the Centrex lines to which the telephones are connected. The voice mail system shall also be capable of generating an audible message waiting indication (stutter dial tone) to signal that a message has been left in the voice mailbox assigned to a Centrex line connected to a telephone that is not equipped with visual message waiting indication. The message waiting indicators (visual and audible) shall be automatically deactivated when the messages in the voice mailboxes have been reviewed and properly processed.

The voice mail system shall provide callers the option to dial a single digit (preferably "0") to automatically transfer their calls to a pre-assigned "live operator", upon accessing a voice mailbox. System users shall be capable of designating any line within the Centrex as the line to which "operator revert" calls are transferred.

F. MCI is the Commonwealth's current preferred inter-exchange carrier (PIC). To be responsive, the Bidders' facilities must provide "Equal Access" to all inter-exchange carriers (IXCs) to allow the Commonwealth to route all of its outgoing long distance calls to MCI, or any other IXC that the State may select to use in the future. In the space provided on the Price Schedule, Bidders shall quote the firm fixed price the State will be charged to change its inter-LATA and intra-LATA PICs to MCI or to another IXC at any time during the term of the contract or its renewal periods.

21. Concurrent with the issuance of this IFB, VITA is developing a long-term strategy for procuring local exchange telephone services throughout the Commonwealth. This effort could result in contracts being awarded for the provision of LEC services in large distinct geographical regions of the State. Therefore, by submitting a bid, each Bidder agrees that if it is the vendor awarded the contract resulting from this solicitation, and is also the recipient of a contract to provide the same or substantially similar services on a statewide basis or in a region encompassing the location(s) specified herein, the Commonwealth shall have the option to cancel this agreement and have the services provided under the new contract.

Bidders further agree that should the Commonwealth convert the services specified herein to a state or regional contract, the Commonwealth will not be held liable for early termination of the original contract, nor will the Commonwealth be responsible for any installation or conversion charges to acquire services under the replacement contract.

22. Mandatory Billing and Invoicing Requirements:

A. Each month, the Contractor must deliver one (1) consolidated bill to VITA for all goods and services purchased from the contract during the prior billing period.

B. Each monthly bill shall include both monthly recurring charges and non-recurring charges for one-time installation costs, partial month's service charges, etc. The non-recurring charges are often referred to as "Other Charges and Credits (OC&C)". The Bill shall specifically delineate State and Federally mandated charges and fees, such as Virginia Relay Service, Universal Service Fund, Federal Access Fees, etc. No invoice may include any costs other than those identified in the Price Schedule.

C. All charges must be identified at the lowest level of detail (i.e., phone level). Failure to submit adequate billing details will result in non-payment of the invoice.

D. Contractor Invoices/bills must include the Contractor's federal identification number (FIN).

E. Contractor Invoices/bills must be submitted within ninety (90) days after the services are delivered. Any charges disputed by VITA must be formally responded to by the Contractor within ninety (90) days or VITA will assume problems are resolved. Charges older than ninety (90) days will not be paid.

F. Contractor Invoices/bills will be paid in accordance with the Commonwealth's Prompt Payment Act", which requires payment within thirty (30) days of receipt of goods and/or services or a proper invoice, whichever is later.

G. If available, charges should be provided on electronic media at the detail level.

All additional instructions pertaining to invoices and billing are identified in the paragraph of the "Contractual Terms and Conditions" section of this solicitation entitled "Invoices".

23. Bidder's attention is directed to the Code of Virginia 56-234. The Commonwealth is procuring Services as identified and provisioned under this Contract. The only Terms and Conditions governing the purchase and provision of these Services are contained herein. Any bid response that purports to supply Services in whole or in part under different Terms and Conditions, shall be considered non-responsive.

24. Neither VITA or the Authorized User will sign or execute any additional contract, license or other agreements containing contractual terms and conditions as a result of this procurement. Any document signed by persons other than the VITA Contracts Manager or authorized representative, shall have no validity and the attached terms and conditions shall supercede all such agreements. Bidders should read and understand all of the terms and conditions prior to submission of a bid.

25. VITA Supply Chain Management (SCM) maintains a web site with a URL of www.asd.virginia.gov This web site provides information about SCM and acquisitions conducted by SCM for Information Technology related items. Vendors are invited to check this site regularly.

26. The results of this solicitation will not be given out by telephone. Bidders wishing a copy of the bid results must include a self-addressed, stamped envelope along with their bid. The envelope should be marked with the words "BID RESULTS" and IFB number 2004-028. Results will be made available as soon as a decision is made.

27. All bidders are reminded to sign and return Attachment "B" to IFB #2004-028, Certification Regarding Lobbying.

SOLICITATION INSTRUCTIONS
REV. 01/31/04

1. EXPLANATION TO BIDDERS:

Any explanation desired by a vendor regarding this solicitation/invitation for bid must be requested in writing and with sufficient time allowed for a reply to reach the vendor before the submission of their bids. PRIOR TO SUBMISSION OF A BID, VENDORS ARE REQUIRED TO READ THESE INSTRUCTIONS, REVIEW THE SCHEDULE, READ ALL TERMS AND CONDITIONS AND CHECK THE SUPPLY CHAIN MANAGEMENT (SCM) DIRECTORATE's WEB SITE AT (WWW.ASD.VIRGINIA.GOV) FOR ANY AMENDMENTS OR CHANGES. THIS SOLICITATION IS SUBJECT TO THE PROVISIONS OF THE VIRGINIA PUBLIC PROCUREMENT ACT (VPPA). Any interpretation required by the State will be in the form of an amendment to the solicitation; SEE PARAGRAPH 10 BELOW. Oral explanations or instructions given before the award of the Contract will not be binding.

2. PREPARATION OF SOLICITATION

A. Bids shall be submitted on the forms furnished, and must bear an original signature by an individual authorized to bind the company submitting the bid. If erasures or other changes appear on the form, each erasure or change must be initialed by the person signing the bid. Telegraphic or facsimile bids will not be considered. Vendors may not submit multiple bids in a single envelope.

B. Vendors are required to enter their Federal Identification Number [FIN] in the upper right hand corner on Page 1, VITA Form 62. This number must correspond with the FIN number shown on Page 1 of the VITA Vendor Application For Registration Form submitted by a principal or officer of the firm submitting the bid. Failure to enter a number in the space provided or to provide a correct FIN number may delay award or result in VITA determining that the vendor is not registered to conduct business with VITA. It is the vendor's responsibility to provide the correct FIN number and to keep VITA updated as to any changes in vendor's status.

C. The bid form may provide for submission of a price or prices for one or more items. All prices shall be entered in the schedule; VITA Form 62. Where the bid form explicitly requires that the vendor bid on all items (e.g., an all or none requirement), failure to do so will disqualify the bid. When submission of a price on all items is not required, vendor should insert the words "no bid" in the space provided for any item on which no price is submitted.

D. Additional bids may be submitted, when in the vendor's judgment they can provide more than one solution which meets the required specifications of the procurement. Additional bids shall be submitted on either a duplicate copy of the bid document or on plain paper and shall be clearly identified with the words "ADDITIONAL BID" written or printed on the face of each additional bid. Additional bids shall not be considered unless detailed specifications or descriptions sufficient to establish quality, utility and merit accompany the bid.

VENDORS SUBMITTING ADDITIONAL BIDS ARE REMINDED THAT THE TERMS AND CONDITIONS WHICH APPLY TO THE ORIGINAL BID SHALL ALSO APPLY TO THE ADDITIONAL BID AND ANY MODIFICATION TO TERMS AND CONDITIONS OF A SOLICITATION OR THE ADDITION OF RESTRICTIVE PROVISIONS BY A BIDDER SHALL BE CAUSE FOR REJECTION OF THE BID.

E. Modification of bids already submitted will be considered if received at the office designated in the invitation for bids before the time set for opening of bids.

3. SUBMISSION OF BIDS

TO BE CONSIDERED, THE BID MUST BE RECEIVED AT THE ADDRESS GIVEN IN BLOCK #6 OF THE SOLICITATION ON OR BEFORE THE DATE AND HOUR DESIGNATED. Vendors must pay particular attention to ensure that the bid is properly addressed. The State is not responsible if the bid is not properly addressed. The State is not responsible if the bid does not reach the destination specified by the date and time

identified on page 1 of the Solicitation. Sealed bids received after the date and hour identified on page 1 of the solicitation are automatically disqualified, and will not be considered. All bids must be sealed, marked and addressed, to the address shown on page 1 of the Solicitation, and marked on the outside of the vendor's envelope as in the example below. Failure to do so may result in a premature opening of, or a failure to open, the bid.

From: Name of Vendor
Street or Box Number
City, State, Zip Code
Due Date Time
IFB No.

4. LATE BIDS, MODIFICATIONS OF BIDS OR WITHDRAWALS OF BIDS

A. Any bids received at the office designated as the Issuing Office on page 1 of the Solicitation after the exact time specified for receipt will not be considered for award.

B. A bid may be amended and/or withdrawn by a vendor if the office issuing the bid receives the request in writing before the date and hour set forth in the bid form. The request must be signed by a person authorized to represent the person or firm that submitted the bid. Submission of a subsequent bid shall normally constitute the withdrawal of any prior bid submitted by the same bidder or offeror on the same IFB.

5. PUBLIC OPENING OF BIDS

Bids will be publicly opened at the time and date specified on page 1 of the Solicitation document. Bids will not normally be evaluated at the bid opening meeting. All bids will be opened at the location shown on page 1 of the solicitation.

6. SOLICITATION TERMS AND CONDITIONS

The terms and conditions contained in this solicitation are considered mandatory and are the only terms and conditions governing transactions under any Contract awarded as a result of this solicitation.

If the vendor includes additional terms and conditions on pre-printed marketing sheets, pre-printed catalogues, or other pre-printed materials, then it is understood that those terms and conditions are of no consequence to any resulting Contract.

Any other modification, addition, clarification, or change to the mandatory terms and conditions by the vendor shall cause the bid to be rejected.

7. AWARD OF CONTRACT

Bids shall be evaluated and the responsive and responsible bidder offering the lowest price will be awarded the Contract. The State reserves the right to reject any and all bids in whole or in part and to waive any informality in the bids.

8. AWARD NOTICES

Upon the completion of evaluation, the State will either post a NOTICE OF AWARD (NOA) or a NOTICE OF INTENT TO AWARD (NOIA). If a NOIA is used, the notice will be publicly posted ten days prior to the actual award date of the Contract. All award notices will be posted on the DGS/DPS eVA web site (www.eva.state.va.us), SCM's web site (www.asd.virginia.gov) and posted in SCM's lobby in written format.

A NOTICE OF INTENT TO AWARD OR A NOTICE OF AWARD will be mailed to any bidder submitting a self-addressed, stamped envelope with their bid.

NOTICES OF INTENT TO AWARD OR NOTICES OF AWARD will be posted in accordance with paragraph 6.3 of the Vendor's Manual.

TELEPHONIC REQUESTS FOR BID RESULTS WILL NOT BE HONORED.

9. AMENDMENT OF SOLICITATION

Any amendment or change to this solicitation will be issued in writing and will identify the changes to be made in the bid. All amendments will be posted to the SCM's Web page at (www.asd.virginia.gov) and posted in SCM's lobby in written format.

If the bid opening date is extended the new date and time will be clearly shown on the face of the amendment.

Bidders will be required to sign and return a copy of the amendment with their bid to indicate that they have received the document and are aware of the changes made.

10. ANTI-COLLUSION CERTIFICATION

By Bidder's signature on the face of this bid, Bidder certifies that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same equipment, software, or services, and is in all respects fair and without collusion or fraud. Vendor understands collusive bidding is a violation of the Virginia Governmental Frauds Act and Federal Law and can result in fines, prison sentences, and civil damage awards. Bidder agrees to abide by all conditions of this bid and certifies that he or she is authorized to sign this bid for the bidder' firm.

11. DEMONSTRATIONS

The State reserves the right to require the Bidder to demonstrate to the satisfaction of the State, that the products offered will perform in a completely acceptable manner and to meet or exceed the specifications referenced in the solicitation. The demonstration site and time is subject to agreement between the State and Bidder

12. PROTESTS OF AWARDS

All protests of awards shall be conducted in accordance with the provisions of the VPPA.

13. CONTRACT

Any Contract which is awarded as a result of this solicitation, offer and award shall be between VITA and the Contractor. No other agency, institution or public body may negotiate in any way with the vendor concerning the items identified in the schedule or any terms and conditions of the Contract. All problems associated with the resulting Contract shall be brought to the attention of the Contracts Manger, VITA or designated representative.

Specifications - Any comments or questions concerning the specifications, terms and conditions or any note contained in this solicitation shall be submitted, in writing to the issuing office (See VITA Form #62) at least ten (10) days prior to the closing date.

14. TRADE SECRETS OR PROPRIETARY INFORMATION

Trade secrets or proprietary information submitted by a bidder in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the bidder must invoke the protections of Code of Virginia, Section 2.2-4342, prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reason why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire bid document, line item prices and/or total bid prices as proprietary or trade secrets is not acceptable and will result in rejection of the bid.

CONTRACTUAL TERMS AND CONDITIONS
INVITATION FOR BID (IFB) #2004-028

1. SCOPE OF CONTRACT

The following paragraphs contain the contractual terms and conditions by which the Commonwealth of Virginia, hereinafter referred to as "Commonwealth" or "State" or "VITA" (Virginia Information Technologies Agency), will acquire Centrex-type local exchange telephone services ("Services") on the behalf of Agencies, Institutions, and other public bodies as defined in §2.2-4301 of the Virginia Public Procurement Act ("VPPA"), hereinafter referred to as "Authorized User", in the area of Warsaw, Virginia, from the Contractor identified on page 1 of the Solicitation, hereinafter referred to as "Contractor." This is firm fixed-price, requirements-type Contract.

2. APPLICABLE LAWS AND COURTS

This solicitation and any resulting Contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Contractor shall comply with all applicable federal, state and local laws, rules and regulations.

3. ANTI-DISCRIMINATION

By submitting their bids, bidders certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and §2.2-4311 of the Virginia Public Procurement Act. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the Contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that Contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (Code of Virginia, § 2.2-4343.1E).

In every Contract over $10,000 the provisions in a. and b. below apply:

a. During the performance of this Contract, the Contractor agrees as follows:

1) The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

2) The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.

3) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for meeting these requirements.

b. The Contractor will include the provisions of 1. above in every subcontract or purchase order over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

4. ETHICS IN PUBLIC CONTRACTING

By submitting their bids, bidders certify that their bids are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer or subcontractor in connection with their bid, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

5. IMMIGRATION REFORM AND CONTROL ACT OF 1986

By submitting their bids, bidders certify that they do not and will not during the performance of this Contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.

6. DEBARMENT STATUS

By submitting their bids, bidders certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids on Contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

7. ANTITRUST

By entering into this Contract, the Contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular Services purchased or acquired by the Commonwealth of Virginia under this Contract.

8. PAYMENT

a. To Prime Contractor:

1) Invoices for items ordered, delivered and accepted shall be submitted by the Contractor directly to the payment address shown on the purchase order/Contract. All invoices shall show the state Contract number and/or purchase order number; social security number (for individual Contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).

2) Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.

3) All goods or services provided under this Contract or purchase order, that are to be paid for with public funds, shall be billed by the Contractor at the Contract price, regardless of which public agency is being billed.

4) The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.

5) **Unreasonable Charges**. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, Contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges that appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the Contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A Contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges that are not in dispute (Code of Virginia, § 2.2-4363).

b. To Subcontractors:

1) A Contractor awarded a Contract under this solicitation is hereby obligated:

(a) To pay the subcontractor(s) within seven (7) days of the Contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the Contract; or

(b) To notify the agency and the subcontractor(s), in writing, of the Contractor's intention to withhold payment and the reason.

2) The Contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the Contract) on all amounts owed by the Contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier Contractor performing under the primary Contract. A Contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.

9. ASSIGNMENT OF CONTRACT

To the fullest extent permitted by law, the parties agree that Contractor's rights under this Contract shall not be assignable, in whole or in part, to any other party without the Virginia Information Technologies Agency's (VITA's) written consent, and that any purported assignment or transfer without such consent

shall be null and void. If any law limits the right of the parties to prohibit assignment or nonconsensual assignments, the effective date of the assignment shall be as follows. The Contractor shall give the VITA purchasing office prompt written notice of the assignment, signed by authorized representatives of both the Contractor and the assignee. This written notice shall be on VITA's "Assignment Notice / Payment Instruction" form and shall provide all information requested on that form. Copies of the form may be obtained from the Contracts Manager, VITA, or designee. Upon VITA's acknowledgment of receipt of the properly executed form, the Assignee shall notify the Controller, VITA of the assignment and shall supply the Controller, with a copy of the properly executed form. Any payments made prior to receipt of such notification and form shall not be covered by this assignment.

In the event VITA receives any notice from a third party claiming to be an assignee of any rights of the Contractor under this Contract, Contractor agrees that payment or other performance in respect of those rights shall not be due until at least thirty days after VITA's receipt of the notice required by the above paragraph or receipt of a similarly executed notice confirming the absence or revocation of the purported assignment. The Supply Chain Management Directorate of VITA shall promptly notify the Contractor of any assignment notice it receives.

10. MODIFICATIONS

This contract maybe modified in accordance with §2.2-4309 of the Code of Virginia. Such modifications may only be made by the representatives authorized to do so. No modifications to this contract shall be effective unless it is in writing and signed by the duly authorized representative of both parties. No term or provision hereof shall be deemed waived and no breach excused unless such waiver or consent to breach is in writing. For purposes of the contract, the only authorized representative for the Commonwealth shall be the individual identified in the Commonwealth's Representative block on the Cover Page (Form 62 Rev 2/10/2004) of this solicitation or his duly designated alternate, and for the Contractor the person identified in the Contractor's block on the Cover Page of the solicitation or his/her duly designated alternate.

Any contract issued on a firm fixed price basis may not be increased more than twenty five percent (25%) or $10,000.00 whichever is greater, without the approval of the Governor of the Commonwealth of Virginia or his authorized designee.

11. DEFAULT

In case of failure to deliver Services in accordance with the Contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies that the Commonwealth may have.

12. TAXES – FEDERAL, STATE AND LOCAL

The Commonwealth of Virginia is exempt from Federal excise and all State and Local taxes. Such taxes shall not be included in Contract prices. Tax certificates of exemption, Form ST-12 can be obtained online at http://www.tax.state.va.us/. Deliveries against this Contract shall usually be free of Federal excise and transportation taxes. The Commonwealth's excise tax exemption registration number is 54-73-0076K.

13. SPECIFICATIONS AND USE OF BRAND NAMES

Unless otherwise provided in the solicitation, the name of a certain brand, make or manufacturer does not restrict bids to the specific brand, make or manufacturer named. Any item which the State at its sole discretion determines to be the equal of that specified as defined in the Schedule, will be accepted. The award will be made to the lowest responsive and responsible bidder or offeror offering the functional equivalent to the brand name described in the specification. Thus, equivalent products of other manufacturers will be considered only if proof of equivalency is contained in or accompanies the bid.

14. INSURANCE

By signing and submitting a bid under this solicitation, the bidder certifies that if awarded the Contract, it will have the following insurance coverages at the time the Contract is awarded. For construction Contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the Code of Virginia. The bidder further certifies that the Contractor and any subcontractors will maintain these insurance coverages during the entire term of the Contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

INSURANCE COVERAGES AND LIMITS REQUIRED:

a. Worker's Compensation - Statutory requirements and benefits.

b. Employers Liability - $100,000.

c. Commercial General Liability - $500,000 combined single limit. Commercial General Liability is to include Premises/Operations Liability, Products and Completed Operations Coverage, and Independent Contractor's Liability or Owner's and Contractor's Protective Liability. The Commonwealth of Virginia must be named as an additional insured when requiring a Contractor to obtain Commercial General Liability coverage.

15. ANNOUNCEMENT OF AWARD

Upon the award or the announcement of the decision to award a contract over $30,000, as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA web site (www.eva.state.va.us) for a minimum of 10 days.

16. DRUG-FREE WORKPLACE

During the performance of this Contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific Contract awarded to a Contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the Contract.

17. NONDISCRIMINATION OF CONTRACTORS

A bidder, offeror, or Contractor shall not be discriminated against in the solicitation or award of this Contract because of race, religion, color, sex, national origin, age, or disability or against faith-based organizations. If the award of this Contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this Contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

18. ENTIRE AGREEMENT

This Contract, the solicitation, bid response, solicitation instructions, attachments, and all Services specifically listed in the Schedule, and the notes in the Schedule constitute the entire agreement between the parties with respect to the subject matter of this Contract. All prior agreements, representations, statements, negotiations and undertakings are hereby superseded with respect to Services acquired by the State under the terms and conditions of this Contract.

No other written documents regardless of form or content shall be executed by any agency or institution for Services acquired under this Contract unless signed by the Contracts Manager, VITA, or his alternate as designated by the Director, VITA.

19. BREACH

Contractor shall be deemed in breach of this Agreement if Contractor (a) fails to make any Service ready for acceptance testing by the specified delivery date; (b) repeatedly fails to respond to requests for Warranty maintenance or other required Service within the time limits set forth in this Agreement; (c) fails to comply with any other term of this Agreement and fails to cure such noncompliance within ten days (or such greater period as is acceptable to the Commonwealth) following Contractor's receipt of a "Show Cause" Notice identifying such noncompliance; or (d) fails to provide a written response to the Commonwealth's "Show Cause" Notice within ten (10) days after receiving same.

Contractor shall not be in breach of this Agreement if its default was due to causes beyond the reasonable control of, and occurred without any fault or negligence on the part of, both the Contractor and its subcontractors. Such causes may include, but are not restricted to, acts of God or of the public enemy, acts of the Commonwealth in either its sovereign or Contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather.

In the event of breach, in addition to any other remedies provided by law, the Commonwealth may cancel its obligations with respect to any or all unaccepted Products or Services. All costs for deinstallation and return of Products shall be borne by the Contractor. In no event shall any failure by the Commonwealth to exercise any remedy available to it be construed as a waiver of or consent to any breach.

20. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

Any commitment made by the Contractor within the scope of this Contract shall be binding upon Contractor. For the purposes of this Contract, a commitment by the Contractor includes:

a. Prices and options committed to remain in force over a specified period(s) of time;

b. Any written warranty or representation made by the Contractor in this solicitation as to hardware or software performance, or other physical design or functional characteristics of that which is offered.

21. SERVICE COMMENCEMENT DATES

a. Contractor shall deliver/install the requested Services identified in the Schedule, ready for use, in accordance with the *Required Service Delivery Intervals* delineated in paragraph number 10 on page 4 of the Schedule.

b. Any amendment by the State to this Contract or any part thereof, may require the establishment of a new mutually agreed to Service commencement date. The State may delay the Service commencement date by notifying the Contractor at least ten (10) days before the required Service commencement date.

c. If Services are not delivered within the time specified in the Schedule, the State reserves the right to cancel the award of this Contract (or any TSO issued under this Contract) and/or terminate this Contract for default without further obligation, and award the solicitation to the next responsive and responsible bidder. Contractors are cautioned that failure to deliver the proposed Services as stated in response to a solicitation document may result in removal from VITA's Vendor Registration File as per Section 7.20 of the Division of Purchases and Supply's Vendor's Manual dated December 1998.

d. Neither the Contractor nor the State shall be responsible for delays resulting from acts beyond the control of each party. These include, but are not limited to, acts of God, riots, acts of war, fire, earthquakes, epidemics, or disasters.

22. TELECOMMUNICATIONS SERVICE ORDERS (TSOs)

VITA retains the exclusive authority to order all Services delineated herein. The Commonwealth will issue a Telecommunications Services Order (TSO) to the Contractor for Services identified herein. To be valid, the TSO must cite the Contract Number identified in the upper left hand corner of VITA form 62 (Rev 2/10/2004), and must be signed by an Ordering Officer authorized to bind the Commonwealth contractually for telecommunications Services acquired under this Agreement. The TSO must identify the Service(s) to be acquired, the price for each Service and the required Service Commencement Date for each Service.

Upon receipt of a TSO via either regular mail, facsimile, or electronically, the Contractor shall process the TSO and return a Service Order identifying the following information:

a. Verification that the TSO is technically correct;
b. Date Services will commence;
c. Verification of the charge for each item (Service) to be provided, and;

d. Other applicable administrative information necessary to deliver the Services requested on the TSO.

A copy of VITA's standard TSO is attached to this solicitation as "Attachment A".

23. ORDERING OFFICER(S)

The Contracts Manager, Supply Chain Management Directorate, VITA, appoints the following authorized Primary and Alternate Ordering Officers. The Ordering Officer(s) authority is limited to ordering the Services as identified in the Schedule herein, by written TSO(s) which reference this Contract, and does not include the ability to add any additional Services not set forth in the Schedule herein or to change or modify any prices, terms and/or conditions agreed upon by the parties hereto. All changes to this Contract must be incorporated in a formal modification to this Contract by the parties identified in paragraph 24 of this Contract.

The authorized Ordering Officers appointed by VITA and assigned to this Contract are identified below. Notwithstanding anything to the contrary, the State will make payment only against the base Contract and other valid TSO(s) executed by the Ordering Officers listed below.

ALTERNATE ORDERING OFFICER	PRIMARY ORDERING OFFICER
Mr. Phil Johnson Dept. of Information Technology 110 South 7th Street Richmond, VA 23219 Phone (804) 371-8537 pjohnson@dit.state.va.us	Mr. Donald Spangler Dept. of Information Technology 110 South 7th Street Richmond, VA 23219 Phone (804) 371-8538 dspangler@dit.state.va.us

24. SERVICES

During the term of this Contract, the Contractor is not authorized to substitute any Service identified in the Schedule without the written permission of the Director, Supply Chain Management Directorate, VITA. Violation of this condition shall be considered grounds for termination of the Contract.

25. PATENT/COPYRIGHT PROTECTION

Contractor, at its own expense, shall defend any suit brought against the Commonwealth for the infringement of patents, copyrights or trade secrets enforceable in the United States if the claim of infringement is alleged to relate to or arise from the Contractor's or Commonwealth's use of any equipment, software, materials or information prepared, developed or delivered in connection with performance of this Agreement. In such suit, Contractor shall indemnify the Commonwealth, its agents, officers and employees for any loss, liability or expense incurred as a result of such suit.

The purchasing agency shall notify the Contractor of such suit within a reasonable time after learning of it and shall give the Contractor the full right and opportunity to conduct the defense of the suit, subject however to the requirements of Section 2.2-510 and Section 2.2-514 of the Code of Virginia or any successor statute. If principles of governmental or public law are involved, the Commonwealth may, at its option and expense, participate in the defense of the suit.

The Contractor shall not be required to indemnify the Commonwealth for liability arising solely out of the Commonwealth's own specifications or design or solely from the combination of equipment or software furnished hereunder with any equipment or software not supplied by the Contractor.

If, any Product or Service becomes, or in the Contractor's opinion, is likely to become, the subject of a claim of infringement, Contractor may, at its option, provide noninfringing substitutes that are satisfactory to the Commonwealth, or at Contractor's option and expense, may obtain the right for the Commonwealth to continue the use of such Product or Service.

If the use of such equipment or software by the Commonwealth is prevented by permanent injunction or by Contractor's failure to procure the right for the Commonwealth to continue using the software, the Contractor agrees to take back the infringing equipment, software, materials or information and refund the total amount the Commonwealth has paid Contractor under this Agreement, less one half (1/2%) percent of the total paid for each month of use by the Commonwealth. This obligation is in addition to the obligations cited in the first four subparagraphs above.

26. NON-APPROPRIATION

All funds for payment of Services ordered under this Contract are subject to the availability of legislative appropriation for this purpose. In the event of non-appropriation of funds by the Legislature for the Services listed under this Contract, the Commonwealth will terminate this Contract, or any individual TSO, for those Services for which funds have not been appropriated. Written notice will be provided to the Contractor as soon as possible after legislative action is completed.

If any purchases are to be supported by federal funding, and such funding is not made available, the Commonwealth may terminate this Contract for Services dependent on such federal funds without further obligation.

27. HEADINGS NOT CONTROLLING

Headings used in this Contract are for reference purposes only and shall not be considered to be a substantive part of this Contract.

28. PRICE PROTECTION/ADJUSTMENTS

The State will not pay any additional costs above those costs provided for in the Schedule identified herein. In no event may the amount of any Contract, without adequate consideration, be increased for any purpose.

Any price decrease effectuated during the Contract period by reason of market change shall be passed on to the Commonwealth of Virginia. This decrease will be effective on the date the price decrease is announced to the general public.

29. TERM

The term of this Contract shall be for a period of one (1) year from the date of award. The Commonwealth at its sole option may extend the term of this Contract, at the prices quoted or less, for up to three (3) additional one (1) year periods. The Contractor shall be given thirty (30) days notice of the Commonwealth's intention to extend the term for such additional periods.

30. TERMINATION FOR CONVENIENCE

The Virginia Information Technologies Agency (VITA), may at its sole option and discretion, cancel all or any portion of the Services set forth in this Contract at any time such action is deemed to be in the best interest of the Commonwealth of Virginia.

The Contractor shall be given thirty (30) days written notice of any such request for termination.

By execution of this Agreement, Contractor agrees that in the event of termination for convenience, there shall be no termination costs or charges due.

The Commonwealth makes no assurances that any Service purchased under this Contract will remain in service for any minimum amount of time.

31. TERMINATION OF INDIVIDUAL TSO

Any individual TSO under this Agreement may be terminated, in whole or in part, by the Commonwealth for its convenience, at any time by thirty (30) days written notice to the Contractor. There are no other costs or obligations for termination for convenience, i.e. circuit or service life. The Commonwealth shall be responsible for any costs solely associated with circuit or service de-installation.

32. CONTRACTUAL RECORDS

All Contractual books, records and other documents related to matters under this Contract shall be made available by Contractor to the State and its designated agents for a period of five (5) years after final payment for purposes of audit and examination.

Contractual records are hereby further defined as this Contract and all delivery/purchase orders, invoices or correspondence directly relating to this agreement.

33. LIMITATION OF LIABILITY

To the maximum extent permitted by applicable law, the Contractor's liability under this Contract for loss or damages to government property caused by use of any defective or deficient supplies, products, equipment and/or services delivered under this Contract shall not exceed the greater of $30,000.00 or two (2) times the amount of money paid to the Contractor under this Contract during the twelve-month period preceding the event or circumstance giving rise to such liability. The Contractor will not be liable under this Contract for any indirect, incidental, special or consequential damages, or damages from loss of profits, revenue, data or use of the supplies, equipment and/or services delivered under this Contract. The above limitation of liability is per incident. The limitation and exclusion of damages in the foregoing sentences will not apply, however, to liability arising from: (a) personal injury or death; (b) defect or deficiency caused by willful misconduct or negligence on the part of the Contractor; or (c) circumstances where the Contract expressly provides a right to damages, indemnification or reimbursement.

34. ACCEPTANCE, TESTING AND COMPLIANCE WITH SPECIFICATIONS

All Services (each installation) are subject to inspection and testing by the State to ensure Services delivered are in accordance with all requirements delineated herein and in the attached Schedule, and any which do not meet or exceed the specifications or other requirements of the Contract may be rejected.

The State shall be given seventy-two (72) hours from the completion of installation by the Contractor to test, evaluate and accept the Services delivered or furnished under this Contract (provided that the using agency, in its sole discretion, may accept the same prior to expiration of the seventy-two (72) hour period). If the Contractors Services fail to meet the Contract specifications or other requirements, or those required by the Contractor's own technical documentation, then the same may be rejected and returned to the Contractor. Such rejection will terminate the individual TSO issued under this Contract, and at the sole option of the State, the Contract. Such termination shall exempt the State from all costs incurred by the Contractor.

Acceptance shall be effective for the purpose of making payment for Services delivered, however, acceptance by the State following testing and evaluation during the seventy-two (72) hour period shall not be conclusive that the Services conform in all respects to the Contract specifications and other requirements. In the event that nonconformance therewith is discovered by the State after acceptance, whether due to a latent defect or otherwise, the Contractor shall take whatever action is necessary to conform the Services to the Contract specifications and other requirements, including but not limited to modification or replacement of the same. The Contractor's failure to do so shall constitute breach of Contract for which the State may exercise the remedies provided in the section herein entitled "Termination and Cancellation," in addition to and not in lieu of any other remedies available under Virginia law.

35. SERVICES WARRANTY

All Services purchased under this Agreement remain under warranty for the time period commencing after acceptance by the Commonwealth and continuing through expiration of the Agreement, or discontinuance of the Services at the discretion of the Commonwealth.

36. RESPONSE TIME

Contractor shall respond to reports of interruption of Service and acknowledge all requests for service with a status report within one (1) hour after notification by an Authorized User that a Service failure has occurred. Contractor shall include in the status report a description of the failure, and the estimated time to repair/restore Services.

Contractor's response may be On-site or from a remote location based on the Contractor's determination of the source of Service failure. If an On-site response is required, then the Contractor's repair personnel shall be On-site and working to restore Service with four (4) hours after notification of Service failure.

37. TROUBLE REPORTING

Contractor shall provide designated point-of-contact name, address, and toll-free telephone number for the reporting of Service problems encountered by the Commonwealth while using the Services. The point of contact shall be staffed and available twenty-four (24) hours per day, seven (7) days per week, including weekends and holidays.

38. DOWNTIME CREDITS

The Commonwealth shall be rebated, or credited, a prorated hourly portion of the applicable monthly service charges for each occurrence during which the Commonwealth is denied use of the Service due to service failures and disruptions for eight (8) hours or more during any single thirty (30) day period. The

rebate shall apply to the initial eight (8) hours and all additional hours, or portions thereof, during which the Commonwealth is denied access to the Service.

39. TERMINATION AND CANCELLATION

The Commonwealth shall have the unilateral right to terminate this Contract for Default, in the event that any one or more of the following events of default occur or continue during the term of this Agreement, (a) the Contractor shall fail to deliver the Services required by this Contract or (b) the Contractor shall repeatedly fail to respond to requests for maintenance or other services within the time limits set forth in the Contract or (c) the Contractor shall breach any of the other terms set forth within this agreement or (d) the Contractor shall fail to cure any breach after receiving a "Show Cause Notice" identifying the failure, and providing the Contractor ten (10) days to cure the failure/nonperformance. If the Contractor fails to answer the cure notice, or does not correct the deficiencies noted, the State may immediately terminate the agreement for Default.

In such event, the Commonwealth will only be liable for cost incurred to the date of termination.

The Commonwealth's failure to exercise its right to terminate for default under this provision shall not be construed as a waiver of its right to terminate, rescind or revoke this Contract in the event of any subsequent breach of any provisions of this Agreement.

40. FAILURE TO DELIVER

In the event the Contractor fails for any reason to deliver in a timely manner or according to Contract terms the Services set forth in the Schedule, the Commonwealth, at its own discretion, may give Contractor oral or written notice of such breach. Once notice by State is sent or given, State may immediately procure the Services from another source. Once State has effected a purchase from an alternate source (in accordance with the Virginia Public Procurement Act) the parties agree that the State may charge-back Contractor, in which case Contractor agrees to reimburse State for any difference in cost between the original Contract price and the State's cost to cover from the alternate source. In no event shall State be held to pay Contractor any costs incurred by Contractor, including but not limited to ordering, marketing, manufacturing, or delivering the Service(s) which are subject of the State's notice of breach. This remedy is in addition to and not in lieu of any other remedy the Commonwealth may have under this agreement and the laws of the Commonwealth of Virginia.

41. CONTRACTUAL DISPUTES

In accordance with Section 2.2-4363 of the Code of Virginia, Contractual claims, whether for money or other relief, shall be submitted in writing to the purchasing agency no later than sixty (60) days after final payment; however, written notice of the Contractor's intention to file such claim must be given to such agency at the time of the occurrence or beginning of the work upon which the claim is based. Pendency of claims shall not delay payment of amounts agreed due in the final payment. The purchasing agency shall render a final decision in writing within thirty (30) days after its receipt of the Contractor's written claim.

The Contractor may not invoke any available administrative procedure under Section 2.2-4365 of the Code of Virginia nor institute legal action prior to receipt of the purchasing agency's decision on the claim, unless that agency fails to render its decision within thirty (30) days. The decision of the purchasing agency shall be final and conclusive unless the Contractor, within six (6) months of the date

of the final decision on the claim, invokes appropriate action under Section 2.2-4364, Code of Virginia or the administrative procedure authorized by Section 2.2-4365, Code of Virginia.

The Virginia Information Technologies Agency, its officers, agents and employees, including, without limitation, the Contracts Manager, are executing this Agreement and any Orders issued hereunder, solely in its or their statutory and regulatory capacities as agent for the Commonwealth agency purchasing and receiving the goods or services identified in Attachment "A" to this Agreement or on the subsequent Order in question and need not be joined as a party to any dispute that may arise thereunder.

In the event of any breach by the Commonwealth, Contractor's remedies shall be limited to claims for damages and Prompt Payment Act interest and, if available and warranted, equitable relief, all such claims to be processed pursuant to this Section. In no event shall Contractor's remedies include the right to terminate any license or support services hereunder.

42. INVOICES

All invoices shall be rendered (in accordance with Note # 22 of the Schedule) promptly after all Services covered by the invoice have been accepted. All payments under this Agreement shall be monthly in arrears. No invoice may include any costs other than those identified in the Schedule. Invoices shall provide at a minimum:

1. Type and description of the Services;
2. Charge for each item;
3. This Contract Number, and;
4. Contractor's Federal Identification Number (FIN);

43. THIRD PARTY BILLING

All Services provided under this Contract, that are to be paid for with public funds, shall be billed by the Contractor at the Contract price, regardless of which public agency is being billed.

44. PRIORITY OF SERVICE (DELIVERY)

The Commonwealth of Virginia requires that Contractor provide delivery equal to or better than that provided its commercial and retail customers. Contractors who fail to comply with this provision are advised that such action shall be considered grounds for termination of this Agreement. Contractors whose agreements are terminated for such action may be placed on VITA's list of Debarred/Ineligible bidders in accordance with Section 7.20 of the Division of Purchases and Supply's Vendor's Manual dated December 1998.

45. COMPLIANCE WITH FEDERAL LOBBYING ACT

a. Contractor shall not, in connection with this Agreement, engage in any activity prohibited by 31 U.S.C.A. Section 1352 (entitled "Limitation on use of appropriated funds to influence certain Federal Contracting and financial transactions") or by the regulations issued from time to time thereunder (together, the "Lobbying Act"), and shall promptly perform all obligations mandated

by the Lobbying Act in connection with this Agreement, including, without limitation, obtaining and delivering to the Commonwealth all necessary certifications and disclosures.

b. Contractor is hereby advised that a significant percentage of the funds used to pay Contractor's invoices under this Agreement may be federal funds. Under no circumstances shall any provision of this Agreement be construed as requiring or requesting the Contractor to influence or attempt to influence any person identified in 31 U.S.C.A. Section 1352 (a) (1) in any matter.

c. A representative of Contractor shall sign the certification attached as Attachment "B" and deliver such certification to the Commonwealth simultaneously with the execution and delivery of this Agreement. Contractor shall have the certification signed by a representative with knowledge of the facts and shall fulfill the promises of undertakings set forth in the certification.

46. UNIVERSAL SERVICE FUND

Contractor agrees to make available to all requesting USF Participants, all products and Services as listed and priced herein. Contractor agrees to provide the Products and Services directly to the USF participant, and to bill each USF Participant directly. Contractor agrees and understands that responsibility for collection of all charges incurred, and responsibility for resolving all Product and Service problems as well as administration of said Contract for USF participation shall be the sole responsibility of the Contractor.

47. Contractor warrants that it is qualified under applicable Federal Communications Commission and Virginia State Corporation Commission rules to apply for and receive Universal Service Fund allocations/disbursements for services provided pursuant to this Contract to agencies and entities and users which are eligible for those allocations/disbursements on behalf, and for the benefit, of those agencies and institutions. Contractor also agrees to maintain those qualifications, and to assist agencies and entities in applying for and receiving these allocations/disbursements.

48. ADDITIONAL SERVICES

The Commonwealth may order additional Services during the Term or any extensions thereof, from this Contract for Services identified herein and at the computed unit prices expressly stated herein for additional locations within the Contract area, or at the initial location.. All orders shall be composed and processed as per paragraph #22 entitled "Telecommunications Service Order". Both parties agree that as the Contractor offers new or additional Services, the Agreement may be amended to include them as evidenced by a writing signed by both parties.

ATTACHMENT "A"
TO
IFB 2004–028

DEPARTMENT OF INFORMATION TECHNOLGY
110 SOUTH 7TH STREET, RICHMOND, VA 23219
TELECOMMUNICATIONS SERVICE ORDER

* DIT ORDER NO : PROJECT:
* ACCOUNT NO. : REQUESTED DUE DATE:
* DIT CONTACT :
* TELEPHONE :
* COPY TO :
*
* DIT APPROVAL : _____ DATE: _____

ACTIVITY CODE: AGENCY LOG NO:
AGENCY :
COORDINATOR : .
ADDRESS :
CITY :
STATE: ZIP:
TELEPHONE :

* VENDOR :
* ADDRESS :
* CITY :
* STATE : ZIP:
* REMARKS TO VENDOR:
*
* ATTENTION:
*
*
*
*
* SERVICE REP: _____
*
* TELEPHONE : _____ DUE DATE: _____
*
* S.O. NOS : _____ _____ _____ _____
*
* REMARKS FROM VENDOR:
* _____
* _____
* _____
* _____
*

SERVICE ORDER GENERAL DESCRIPTION: DESCRIPTION PAGE 1

ATTACHMENT "B"
TO
IFB 2004–028

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

a. No Federal appropriated funds have been paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee or an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal Contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal Contract, grant, loan, or cooperative agreement.

b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

c. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and Contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Signature: Michael H. McGhee

Printed Name: Michael H. McGhee

Organization: Verizon Enterprise Solutions

Date: April 13, 2004

COMMONWEALTH OF VIRGINIA
AGENCY PROCUREMENT REQUEST

RECEIVED MAR 0 4 2004

1. AGENCY INFORMATION

AGENCY: Virginia Information Technologies Agency
AGENCY DIVISION: Telecommunications
PROGRAM NAMES/CODES: Requisition Number: 345-155
CONTACT NAME: Stuart L. Thacker

REQUEST NO.: 04-0019
AGENCY CODE: 136
FUND CODE:
TEL. NO.: (804) 371-5543
FAX TEL. NO.: (804) 225-4933

2. ESTIMATED PROCUREMENT COSTS

ITEM	PURCHASE PRICE	RENT OR LEASE/MO.	RENT/LEASE X TERM (MOS.)	TOTAL
HARDWARE			( )	
SOFTWARE			( )	
SERVICES		$0.00	( )	$0.00
MAINTENANCE: Monthly			( )	
FINANCE CHARGE		N/A	N/A	
OTHER CHARGES		N/A	N/A	
			TOTAL	$0.00

3. SEE PAGE 2 OF THIS FORM: PROJECT DESCRIPTION AND JUSTIFICATION (FEASIBILITY STUDY)

4. FUNDING CERTIFICATION

CERTIFICATION:

I hereby certify that sufficient funds for this request are available under the source(s) indicated.

FUND SOURCES:

Cost Center: 345
Billing Element: 32000

Sub-Object Code	Sequence	Suffix
1217		

SUBMITTED:

Date	Name (Type or Print)	Signature	Title
02/23/2004	Robert H. Davidson	R.H. Davidson	Director, Telecom & Network Services

5. RECOMMENDED FOR APPROVAL

Date

Director
VITA Office of Acquisition Services

FOR VITA USE ONLY
VITA APR #: 125
ASSIGNED TO: Parr
APPROVAL #:
APPROVAL AMOUNT $:
DELIVERY ORDER #:
CONTRACT #: VA-040420-VSI

COMMONWEALTH of VIRGINIA

Lemuel C. Stewart, Jr.
Chief Information Officer
Email: lem.stewart@vita.virginia.gov

Virginia Information Technologies Agency
110 SOUTH SEVENTH STREET
RICHMOND, VIRGINIA 23219
(804) 371-5000

TDD VOICE- TEL. NO.
371-8076

April 20, 2004

Michael H, McGhee
Regional Sales Manager
Verizon South, Inc.
600 East Main Street, 6th Floor
Richmond, VA 23219

RE: IFB# 2004-028, Contract VA-040420-VSI (Contract)

Dear Mr. McGhee:

Please accept this letter as your official notice of award for item/s as noted on the cover page of the IFB, solicited under the above referenced procurement. A copy of the fully executed contract (indicating the specific items awarded) is enclosed with this notice. Please reference the contract number shown above in all future correspondence/invoices concerning this agreement.

Correspondence concerning acceptance of the products and services should be addressed to the attention of the Commonwealth's Representative, as shown on Page 1, of DIT Form 62 / the contract. The DIT point of contact for this contract is the undersigned (804) 371-5991.

Sincerely,

Joe A. Parr, CPPO, CPPB, VCO
Technology Contracts Manager

Enclosure
cc: File