



## KANAWHA-CHARLESTON HEALTH DEPARTMENT

108 Lee Street, East  
PO Box 927, Charleston, WV 25323  
[www.kchdvw.org](http://www.kchdvw.org)

### REQUEST FOR PROPOSALS

**Re:** Creation of a mobile application(s)

**Date:** August 1, 2012

**Bid Due Date:** Bids must be received on or before August 15, 2012 at 10:00 a.m. in Kanawha-Charleston Health Department's Administrative Services Office, Second Floor, Room 216, located at 108 Lee Street East (P.O. Box 927), Charleston, WV, 25323.

**Contact:** Lolita Kirk, Director of Administrative Services  
Telephone: (304) 348-6494 or [Lolita.Kirk@wv.gov](mailto:Lolita.Kirk@wv.gov)

#### INSTRUCTIONS TO BIDDERS:

**\*PLEASE USE THIS COVER SHEET FOR YOUR BID**

1. Bids must be received in a sealed envelope with the date and time of the bid opening on the outside of the envelope. Faxed bids will not be accepted.
2. Bid must be F.O.B. Delivery Point, unless otherwise indicated in proposal.
3. All bids should be signed and in ink, showing all facts and the total amount of the bid.
4. The Kanawha-Charleston Health Department reserves the right to accept or reject, in part or in whole any bid submitted, whichever is in the best interest of the Kanawha-Charleston Health Department.

#### TERMS & CONDITIONS:

1. No proposal will be accepted on any contract if the vendor is listed as having delinquent real or personal property taxes owing to Kanawha County; however, the Health Department will accept proposals from vendors who provide the Health Department with satisfactory proof of payment or certification from the Sheriff that no taxes are due.
2. Vendor shall complete and submit or have on file with the Health Department, a Vendor Registration & Disclosure Statement and a "No Debt Affidavit".
3. State of West Virginia Prevailing Wage Rates are required to be paid.
4. The Kanawha-Charleston Health Department reserves the right to reject any and or all proposals, in part or whole, and to waive any informality in bidding.

Item No.	Description	Amount
A.	Create an Apple mobile application for the Kanawha-Charleston Health Department per the Attached Specifications	\$ _____
B.	Create an android compatible mobile application for the Kanawha-Charleston Health Department per the Attached Specifications	\$ _____

Vendor Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Fax: \_\_\_\_\_



## KANAWHA-CHARLESTON HEALTH DEPARTMENT SPECIFICATIONS

**ITEM:** Create a mobile application for the Kanawha-Charleston Health Department

**LOCATION:** Kanawha-Charleston Health Department  
108 Lee Street East  
Charleston, WV, 25301

**CONTACT:** Lolita Kirk, Director of Administrative Services  
Telephone: (304) 348-6494 / e-mail [Lolita.Kirk@wv.gov](mailto:Lolita.Kirk@wv.gov)

**BID DUE DATE:** Bids must be received in a sealed envelope, with the date and time the bids are due on the outside of the envelope, on or before August 15, 2012 at 10:00 a.m., in the Kanawha-Charleston Health Department's Administrative Services Office, Second Floor, Room 216 located at 108 Lee Street East (P.O. Box 927), Charleston, WV, 25323. Faxed bids will not be accepted.

**SPECIFICATIONS:** The following specifications are intended to create a Mobile Application for the Kanawha-Charleston Health Department and the details contained in these specifications are not designed to exclude any vendor from bidding, but are offered as a means of describing the needs of the Kanawha-Charleston Health Department. Where brand names may be used, the words "or equal" are assumed to follow. All specifications are minimum requirements.

**1. Create an Apple mobile application for the Kanawha-Charleston Health Department as follows:**

- a. **Discovery Phase:** Vendor begins the design process by assembling all parties for an initial design/concept meeting at a location determined by KCHD. During this meeting:
  - Scope of the project is finalized
  - Critical information is gathered
    - Logo usage
    - Colors
    - Desired look & feel of application
  - Functionality Review – each section of the application requirements are reviewed to work through the details of each section.
  - Communications procedures for the project are established
- b. **Conceptual Design Phase:** Once discovery parameters have been established, The vendor will begin design work maintaining constant communications with the KCHD contact. This process typically takes two to three weeks. Page layouts, navigation, and mobile template will be finalized in this process. The vendor will submit a design for the website. There will be one design for the mobile home page and one design for the internal pages. The vendor will undergo two (2) rounds of design revision based on KCHD's feedback. Additional mockups or major revisions may result in a negotiated change order agreement.

- c. **Application Development Phase:** Upon approval of the final design concept, construction of the website begins. The vendor developers will work hand-in-hand with our Project Manager to ensure all functionality of the website properly interacts with the design and end users' requirements. This process typically takes three to four weeks.
- d. **Quality Assurance Testing Phase:** The vendor initiates a comprehensive testing phase including the following:
  - Exploratory Testing (Ensuring all areas of the site function properly)
  - Usability Testing (Ensuring the site meets standard usability standards as well as ADA compliancy)
  - Appearance Testing (Ensuring the site remains consistent with the design throughout any application)
  - Security Testing (Ensuring the site meets all standard security measures)
- e. **Training Phase:** Once the website is ready for deployment four hours of training will be provided to KCHD in a Train-the-Trainer format. Upon completion of training and content insertion, KCHD will begin the final review of the site and let TCG when they are ready to deploy.
- f. **Site Deployment:** Upon your completion of the placement of content into the new website, The vendor will deploy the new website onto the World Wide Web and submit the application to the App Store. Approval from the App Store generally takes from two to four weeks.

Features and functionality: This section defines the activities and deliverables within the scope.

- g. Mobile Optimized Webpages – These pages will display when the user clicks on button one in section below.
  - Will add a new “KCHD Ready” section in the KCHD Website for the mobile applications pages. KCHD will be able to Add/Edit/Delete content and pages on mobile site.
  - Will build database driven pages for emergency contacts for the counties of West Virginia
  - Will build a quick search option to find users county and display the emergency numbers
- h. iPhone Mobile App
  - i. App with five buttons
    - Button One would take users back to the URL with the mobile optimized pages built.
    - Button Two asks users which of the 55 counties in West Virginia do they live in and then the user would select the evacuation PDF's for that county and downloads them to user's phone's memory card
    - Button Three would retrieve the downloaded evacuation maps and displays the PDF offline as well.
    - Button Four would be a PDF list of emergency numbers that will be downloaded to user's phone's memory card. It would just be a static

PDF of the database of emergency contact numbers from the database sorted alphabetically by county with no way to search them.

- Button Five would link users to other existing apps and widgets to provide additional resources surrounding emergency preparedness such as the National Library of Medicine, FEMA and CDC.

ii. The Company will submit the application to the App Store.

- i. Designs – The Company will submit a design based on the current website look and feel at <http://www.kchdvw.org>. There will be one page designed for the home page and one design for the internal pages. The company will undergo two (2) rounds of design revisions based on KCHD feedback. Additional mockups or major revisions may result in a negotiated change order agreement.
- j. Content – The Company will start moving the content during the training. CHD will be responsible for preparing, placing and/or moving the remaining content to the new website after training finishes. The company can assist in placement and/or moving remaining content

**2. Create an android compatible mobile application for the Kanawha-Charleston Health Department as follows:**

- a. **Discovery Phase:** Vendor begins the design process by assembling all parties for an initial design/concept meeting at a location determined by KCHD. During this meeting:
  - Scope of the project is finalized
  - Critical information is gathered
    - Logo usage
    - Colors
    - Desired look & feel of application
  - Functionality Review – each section of the application requirements are reviewed to work through the details of each section.
  - Communications procedures for the project are established
- b. **Conceptual Design Phase:** Once discovery parameters have been established, The vendor will begin design work maintaining constant communications with the KCHD contact. This process typically takes two to three weeks. Page layouts, navigation, and mobile template will be finalized in this process. The vendor will submit a design for the website. There will be one design for the mobile home page and one design for the internal pages. The vendor will undergo two (2) rounds of design revision based on KCHD's feedback. Additional mockups or major revisions may result in a negotiated change order agreement.
- c. **Application Development Phase:** Upon approval of the final design concept, construction of the website begins. The vendor developers will work hand-in-hand with our Project Manager to ensure all functionality of the website properly interacts with the design and end users' requirements. This process typically takes three to four weeks.
- d. **Quality Assurance Testing Phase:** The vendor initiates a comprehensive testing phase including the following:

- Exploratory Testing (Ensuring all areas of the site function properly)
  - Usability Testing (Ensuring the site meets standard usability standards as well as ADA compliancy)
  - Appearance Testing (Ensuring the site remains consistent with the design throughout any application)
  - Security Testing (Ensuring the site meets all standard security measures)
- e. **Training Phase:** Once the website is ready for deployment four hours of training will be provided to KCHD in a Train-the-Trainer format. Upon completion of training and content insertion, KCHD will begin the final review of the site and let TCG when they are ready to deploy.
- f. **Site Deployment:** Upon your completion of the placement of content into the new website, the vendor will deploy the new website onto the World Wide Web and submit the application to the Play Store.

Features and functionality: This section defines the activities and deliverables within the scope.

- g. Mobile Optimized Webpages – These pages will display when the user clicks on button one in section below.
- Will add a new “KCHD Ready” section in the KCHD Website for the mobile applications pages. KCHD will be able to Add/Edit/Delete content and pages on mobile site.
  - Will build database driven pages for emergency contacts for the counties of West Virginia
  - Will build a quick search option to find users county and display the emergency numbers
- h. Android Mobile App
- i. App with five buttons
    - Button One would take users back to the URL with the mobile optimized pages built.
    - Button Two asks users which of the 55 counties in West Virginia do they live in and then the user would select the evacuation PDF’s for that county and downloads them to user’s phone’s memory card
    - Button Three would retrieve the downloaded evacuation maps and displays the PDF offline as well.
    - Button Four would be a PDF list of emergency numbers that will be downloaded to user’s phone’s memory card. It would just be a static PDF of the database of emergency contact numbers from the database sorted alphabetically by county with no way to search them.
    - Button Five would link users to other existing apps and widgets to provide additional resources surrounding emergency preparedness such as the National Library of Medicine, FEMA and CDC.
  - ii. The Company will submit the application to the Play Store.
- i. Designs – The Company will submit a design based on the current website look and feel at <http://www.kchdvw.org>. There will be one page designed for the home

page and one design for the internal pages. The company will undergo two (2) rounds of design revisions based on KCHD feedback. Additional mockups or major revisions may result in a negotiated change order agreement.

- j. Content – The Company will start moving the content during the training. KCHD will be responsible for preparing, placing and/or moving the remaining content to the new website after training finishes. The company can assist in placement and/or moving remaining content
3. **Real Estate and Personal Property Taxes:** “No bid will be accepted if the vendor is listed on the last published list of delinquent real or personal property taxes in Kanawha County. However, the Health Department will accept bids by vendors who provide satisfactory proof of payment of current taxes or a certification from the Sheriff that no taxes are due prior to submission of said bid.”
  4. **Required Forms:** Vendor shall complete and submit, or have on file with the Health Department, a Vendor Registration and Disclosure Statement Form.
  5. **Once bids are unsealed, all bid documents become Public Record. The Kanawha-Charleston Health Department reserves the right to reject any and/or all bids and to waive any informality in bidding.**

# AFFIDAVIT

## West Virginia Code §5A-3-10a states:

No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in aggregate.

### Definitions:

“Debt” means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers’ compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

“Debtor” means any individual, corporation, partnership, association, limited liability company, or any other form of business association owing a debt to the state or any of its political subdivisions.

“Political subdivision” means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law, or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities

“Related party” means a party, whether an individual, corporation, partnership, association, limited liability company or any other form of business association or other entity whatsoever, related to any vendor by blood, marriage, ownership, or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit, or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

### Exception:

The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers’ compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (West Virginia Code §61-5-3), it is hereby certified that the bidder and all related parties do not owe any debts or, if a debt is owed, that the provisions of the exception clause above apply; and all state licensing requirements are in compliance.

Vendor’s Name: \_\_\_\_\_  
Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**KANAWHA-CHARLESTON HEALTH DEPARTMENT  
P.O. BOX 927, CHARLESTON, WEST VIRGINIA 25323  
TELEPHONE (304) 348-6494 FAX (304) 348-6821**

**VENDOR REGISTRATION & DISCLOSURE STATEMENT**

1. Name of Individual, Company or Corporation: \_\_\_\_\_
2. Remit Payment to Address: \_\_\_\_\_
3. FEIN (or SSN If Individual): \_\_\_\_\_
4. Vendor is Classified as: \_\_\_\_\_ Individual \_\_\_\_\_ Company \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_ Proprietorship
5. \*If the Vendor is an **individual**, indicate below "INDIVIDUAL" his name and residence address; if he has associates or partners sharing in his business, indicate "ASSOCIATE" or "PARTNER", their names and residence addresses.  
\*If the Vendor is a **firm**, indicate below each "MEMBER", "PARTNER", or "ASSOCIATE" of the firm, their names and residence addresses.  
\*If the Vendor is a **corporation**, indicate below the "PRESIDENT", "SECRETARY", "TREASURER", and "GENERAL MANAGER" of the corporation, their names and residence address; and the names and residences of any stockholders of the corporation owning or holding more than ten percent of the capital stock thereof. Attach another sheet if additional space is needed.

Position	Name	Address (Street & Number), City & State
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. Is the vendor acting as an agent for some other individual, firm or corporation? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, attach a statement of the principal authorizing such representation.
7. List the State in which the Company was incorporated and the date of the incorporation: \_\_\_\_\_
8. List the general classification of the products and/or services offered by the Vendor: \_\_\_\_\_
9. Has the vendor or those owning a controlling interest of the Vendor or those serving as managers or officers of the Vendor done business within the preceding ten years under a different name or a different form of business organization? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, list the names and form of business organization under which such business was conducted: \_\_\_\_\_
10. The above named vendor practices equal employment opportunities and is in compliance with the Immigration Reform and Control Act.

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, do solemnly swear the above disclosed information is true & complete. Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. \_\_\_\_\_ (Signature & Title)

Subscribed and sworn to before me, a Notary Public in and for the aforesaid County and State, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
\_\_\_\_\_, Notary Public