

Chairman:
CRAD A. GREENING
Members:
Q. J. HUMPHREYS
DENNIS C. MILLER
JOHN L. PARKER
DIANA STOUT
EVERETTE SULLIVAN

Committee for the Purchase of Commodities and Services from the Handicapped

ROOM E-108
STATE CAPITOL BUILDING
CHARLESTON, WEST VIRGINIA 25305-0139

Ex Officio Members:
DICK ESTILL
Executive Secretary
DANNY MYERS
Executive Director
West Virginia Association
Rehabilitation
Facilities

MINUTES
November 27, 1990
SMALL P & P CONFERENCE ROOM
WEST VIRGINIA REHABILITATION CENTER COMPLEX
INSTITUTE, WEST VIRGINIA

The meeting of the Governor's Committee for the Purchase of Commodities and Services from the Handicapped was called to order at 9:30 a.m. Members in attendance were Q. J. Humphreys, Dennis C. Miller, John L. Parker, Everette Sullivan, and Diana Stout. Ex officio member in attendance was Danny Myers. Invited guests were Rhonda Sharp, Executive Director, Jackson County Developmental Center; Ward Dalley, President, Board of Directors, Jackson County Developmental Center; and Stephanie Chaffin and Sam Snead of the Information Services and Communications Department (formerly ISSD).

In the absence of the Chairman, the meeting was presided over by Dennis Miller, Vice-Chairman. Q. J. Humphreys motioned, seconded by Everette Sullivan, that the minutes of the meeting of October 29, 1990, be approved. There being no additions, deletions, or corrections, they were approved unanimously.

Because of guests in attendance, it was necessary to modify the agenda by moving directly to contract presentations by the CNA. The first contract presentation was for data entry. This contract is to be renewed with the Jackson County Developmental Center, initially providing approximately 50 percent of the keystroke volume which is to be augmented by The Key punch Center of Endicott, New York. This year, language is to be added to the contract with phase-in dates for JCDC to ultimately assume performance of this entire contract. The recommended fair market price to the Committee is \$1.785 per thousand keystrokes, to be increased to \$1.85 when the work is done entirely within a West Virginia facility. Motion was made by Everette Sullivan, seconded by Q. J. Humphreys that this contract be approved. It was approved unanimously by the Committee.

The second contract presentation was a re-submission of the West Virginia Air National Guard base at Martinsburg, West Virginia. It was necessary to re-submit this contract for consideration as there were some alterations made in work specifications. It was originally submitted involving 84,708 square feet of space at approximately \$1.0725 per square foot. Because of the alteration of the statement of work, it was submitted again for 84,708 square feet at an approximate cost per square foot of \$1.0877 for a yearly cost of \$100,604.61--an overall increase of \$9,756.03. This contract involves a supervisor and eight workers. Motion was made by Everette Sullivan, seconded by John Parker, that this revised contract be approved. The Committee approved it unanimously.

on the statement of work BE REDUCED

The third contract presentation involved Building #6 of the State Capitol Complex which consists of approximately 199,000 square feet, which is to be cleaned by Shawnee Hills Industries. It was felt jointly by Shawnee Hills and

*see last
page*

staff of the CNA that this contract should involve 12 full-time workers and a supervisor who performs no janitorial duties directly. The fair market price recommendation for this contract is 199,000 square feet at an approximate cost of \$.7819 per square foot, totalling \$155,598.14. It was also noted that the former state employee workers (eight in number) will be transferred elsewhere within the Capitol Complex. Motion was made by Q. J. Humphreys, seconded by Diana Stout, that this contract as presented be approved. It was further motioned by these same individuals that Danny Myers be delegated authority to negotiate this contract down to a smaller work crew (no fewer than eight full-time workers) if staff of General Services insist that this be done. Motion was approved unanimously by the Committee.

The fourth contract presentation involves janitorial services of the Department of Energy facility located at Phillipi, West Virginia. This work is to be performed by the Taylor County Workshop and involves one supervisor and one worker, each performing two hours work daily. This contract involves total expense to the Department of Energy of \$622.65 monthly, or \$7,471.71 yearly, with provisions for April, 1991, increase in the minimum wage. Motion was made by Everette Sullivan, seconded by Q. J. Humphreys, that this contract be approved. Motion passed unanimously.

Under unfinished business, the Work Center Manual, prepared largely by the CNA and provided to each producing work center, is in draft form and should be ready to issue to all members not later than February 1, 1991.

Under new business, the annual report prepared by the Chairman was reviewed by the Committee with suggestions that Appendix B be summarized by the Chairman, and that the statistics provided to the Committee by the CNA during the meeting of October 29, 1990, with suggestions for modification made by Dennis Miller be added to this annual report. John Parker indicated that he would communicate these suggestions to Craig Greening immediately after the meeting.

There being no further business to be brought before the Committee, it was in adjournment with the time and place for the next meeting being Thursday, January 3, 1991, at 9:30 a.m. at the Small P & P Conference Room at the West Virginia Rehabilitation Center Complex, Institute, West Virginia.

Craig A. Greening, Chairman



John L. Parker, Recorder

ISSD (AKA DISC) DATA ENTRY CONTRACT DIRECT COST ANALYSIS

DIRECT LABOR INDUSTRY STANDARD: U.S. D.O.L. Prevailing Wage Survey

Av. Keystrokes per hour : 10,000.00
 Prevailing wage rate : \$5.71 \$7,671.39 Direct labor
 Keystrokes per month X 2 : 13,430,306.00 1,343.03 Hours to do job
 : (PRW = \$4.76, Fringe = 20%)
 : (Expect rate increase in April)

PROJECTED MONTHLY PROGRAM EXPENSES AT JCDC

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BUILDING OVERHEAD

Utilities \$96.85 : 526.18 avg. month/4000 sq.ft = \$.13 sq ft.
 : (745 sq.ft. used X \$.13 sq.ft)
 Rent \$93.13 : 360 month + 140 maintenance & repairs = \$500
 : \$500/4000 sq ft. = \$.125 sq. ft. X 745 used

 SHIPPING :

UPS \$233.65 : Average for 10 months

 HARDWARE EXPENSE :

Equip. Maint. \$900.00 : Monthly Equipment Maintenance contract
 Equip. Rent \$583.40 : Monthly Equipment Rental

 LABOR :

Contract coord. \$1,566.00 : Contract Coordinator Salary
 Supervisor \$736.33 : Shift Supervisor
 Entry labor \$8,604.95 : Average Labor for last 12 months \$7,615
 : (Inc. 20% Fringe) X 13% min. wage increase

 \$10,907.28 : Subtotal Labor

 Admin. @4% \$512.57 : Program Administration
 Total Cost \$13,326.88 :

 KEYSTROKES 6,715,153 : Average Key Strokes for 12 months
 \$1.62 : Labor Cost Per 1000 key strokes
 \$1.98 : Cost per 1000 key strokes

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BIDS FOR SUBCONTRACT SERVICES PER 1000 KEYSTROKES
 Bid #1 \$2.00 : Bid by: Appalachian Computer Services
 Bid #2 \$2.05 : Bid by: Saztec International
 Bid #3 \$2.00 : Bid by: Data Dimensions
 Bid #4 \$1.65 : Bid by: Key Punch Center*
 Average \$1.93 : Average of 4 bids
 Median \$1.85 : Midway between lowest and highest bid
 Median + 35% \$2.50 : Committe Rule Federal Comparison

 Note: Electronic Data Systems and Appalachian Computer Services
 have dropped out of the program due to low state payments and financial
 losses. One bidder (\$1.75) was regarded as not qualified by ISSD.

* Bid includes conversion fees + key stroke fee
 Recommended Fair Market Price accepted by P.A., Facility, CNA \$1.785'
 to be raised to \$1.85 when work is done entirely within West Virginia
 facility.

JACKSON COUNTY DEVELOPMENTAL CENTER, INC.

110 Royal Street
Ravenswood, WV 26164
Phone: 273-9311

December 13, 1990

Mr. Jim Jackson, Buyer
Purchasing Division
Finance and Administration
Capitol Complex
Charleston, WV 25305

Dear Mr. Jackson:

On November 27, 1990 the Governor's Committee for the Purchase of Commodities and Services from the Handicapped met to negotiate the statewide contract for overflow data entry services (Contract # 598). It was determined on that date to renew the contract with the Jackson County Developmental Center, Inc.

While the basic contract remained intact, the following changes were made:

1. Price - The Committee set the fair market value at \$1.785 per 1000 keystrokes to be increased to \$1.85 per 1000 keystrokes when 100% of the work is performed within the State of West Virginia. The price for late work is \$1.60 per 1000 keystrokes which applies to sub-contract work only.
2. Phase-in requirements: See attached.

Additionally, I have enclosed information which may be of interest to you.

Should you have any questions, please give me a call.

Sincerely,



Rhonda Sharp
Executive Director



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* Bid includes conversion fees + key stroke fee
 Recommended Fair Market Price accepted by P.A., Facility, CNA \$1.785 to be raised to \$1.85 when work is done entirely within West Virginia facility.

Phase-in requirements:

IS&C is renewing the data entry contract with JCDC based on the provision that within the next 12 months all data entry will be performed in the State of West Virginia. As part of this contract a plan of action is to be provided no later than January 30 which identified the steps, resolves, and target dates for moving this business in the confines of this State. The action plan must also incorporate scheduled status reports to IS&C regarding the progress. The plan must take into account that by September 1, 1991 all target dates have been met with all data entry services being phased-in starting no later than October 1, 1991 and completed November 30, 1991. Failure to implement the plan as outlined will serve as grounds for cancellation of the contract by IS&C without prior notification to JCDC. Additionally, failure to submit the plan of action by the required due date of January 30, 1990 will also serve as grounds for cancellation of the contract by IS&C without prior notification to JCDC.

It is determined that the project can't be accomplished within the required time frame, JCDC must notify the state prior to September 1, 1991. At that time, the state is free to pursue data entry services from other like providers, private vendors, etc.

Until such time that the data entry services are fully performed in the State the rate of 1.785 per 1000/m keystrokes will apply. Once the project has been fully implemented that rate (1.785) will increase to 1.85/m keystrokes. The rate of 1.785 (and future rate of 1.85) does not apply to work that is not received within the required time frames as stated in the contract. Failure to meet the required deadline will result in payment at the rate of 1.60/m keystrokes. This penalty does, however, exclude JCDC.