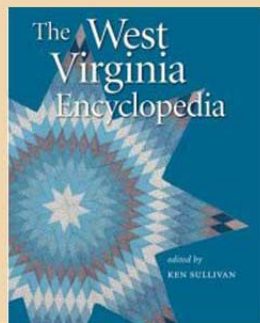




## West Virginia Humanities Council

### Request for Proposal

### Design, Development and Implementation of the West Virginia Encyclopedia Online



Issued June 2, 2008

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Attachment 1. Analysis of West Virginia Encyclopedia Typesetting Data Files  
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# **Request for Proposal: Design, Development and Implementation of the West Virginia Encyclopedia Online**

## **1. General Information**

### **1.1. Introduction**

The West Virginia Humanities Council (WVHC) is a private, nonprofit organization providing lifelong learning opportunities to the state's citizens. WVHC, a state affiliate of the National Endowment for the Humanities, serves West Virginia through grants and direct programs in the humanities.

For nearly 35 years, the WVHC has actively promoted programs which use history, literature, comparative religion, philosophy, ethics, and more to encourage citizens to explore their own history and the larger human story. The Council maintains the website [www.wvhumanities.org](http://www.wvhumanities.org) to provide information about the organization, future programs, publications, grants and fellowships, and other information.

On June 20, 2006, the WVHC premiered the newly published West Virginia Encyclopedia, edited by Ken Sullivan. The 944-page book contains 2,200 articles by nearly 600 writers, 417 illustrations, and a complete index. The contents are arranged alphabetically and cross-referenced for easy access. See [www.wvhumanities.org/encyc1\\_eg.htm](http://www.wvhumanities.org/encyc1_eg.htm) to order a copy of the published encyclopedia.

### **1.2. Purpose of the Request for Proposal**

The WVHC desires to develop an online system to deliver the West Virginia Encyclopedia that will take advantage of the best of Internet technology and will assure the ongoing viability and the continued development and enhancement of the services provided to the public. At the conclusion of the project, the WVHC intends to own the system and its code, and to have the full right to modify the system and code as desired in the future.

The WVHC intends through this RFP to enter into a contractual relationship with a selected vendor to design, build and install the public web interface, content management system and database, import existing text and graphic content, and provide training, all as described in Section 3: Requirements and Specifications. Following completion of the development, testing and launching of the site, the WVHC intends to continue the relationship with the selected vendor to provide system maintenance for an additional period of eighteen months. After that period, it is expected that WVHC will maintain the site using in-house personnel.

### **1.3. Project Overview**

The printed West Virginia Encyclopedia represents the first product of a comprehensive reference project. With the book published and selling well, the WVHC intends to take the logical next step -- the online publication of an electronic encyclopedia. Such a reference is

likely to find a diverse audience, many times larger than the readership of the print encyclopedia. The WVHC expects the encyclopedia database, as the most authoritative and broadly inclusive general reference resource available for West Virginia, will quickly become the first resort for researchers, journalists, and other professionals, a valuable asset for students and teachers, and a favorite of browsers.

In compiling the West Virginia Encyclopedia the WVHC accomplished the foundational task of any reference project, the gathering of large amounts of authenticated information and the rendering of that information into usable content. In developing the topics list and compiling the book, the WVHC also defined the scope of a comprehensive West Virginia reference base and answered the essential first question of what to include. The online encyclopedia will build upon this work. The book's contents will serve as the initial information base, providing textual material and defining the basic contours of the online encyclopedia. Print articles and associated illustrations, tables and sidebars will be converted from existing files, revised as necessary, and elaborated by the acquisition of other media, including still images, video and audio, and maps.

Print publication of the West Virginia Encyclopedia has made the West Virginia Humanities Council the keeper of the West Virginia story, the go-to place for concise, authoritative information on the broad spectrum of things to do with West Virginia. Online publication will further this role, exceeding the reach of the print book many-fold.

The system envisioned by the Council and defined in detail in [Section 3: Requirements](#) would assure that:

- The public user enjoys the best possible experience through excellent visual presentation, highly intuitive organization, quick and relevant results to user selections, access to additional information through indexed links, and an effective opportunity to interact with others interested in the material.
- The WVHC staff maintains full administrative and editorial control of the system and content through a highly functional administrative interface, role-based security, and advanced functionality for adding, editing, indexing, testing and reorganizing content.
- The system itself is highly flexible, reliable and stable, is built using standards-compliant development strategies and tools, is designed for maximum accessibility compliance, and is thoroughly documented.

The WVHC seeks an experienced and well-qualified vendor to perform the following general tasks:

- Define the hardware and operating system requirements for the system to be established at the location determined by the WVHC;
- Define the application software required;
- Design and develop the system to meet all requirements detailed in this RFP;
- Properly import the text and graphic contents of the existing encyclopedia;
- Install and test all application software on the host site;
- Install, configure and conduct quality testing of the entire system functionality and delivery of all content types, including text, graphics, audio, video and any other defined content;

- Provide system documentation and user manuals detailing all system administrative functions; and
- Provide WVHC staff training in administrative and editorial management of the system.

#### 1.4. Budget

The WVHC is a nonprofit organization funded by grants and contributions. In order to assure that vendors have a realistic understanding of the potential resources to be dedicated to the software development for this project, the WVHC has determined that the maximum that can be committed for the Development Cycle (the initial contract) is \$350,000. Due to this limitation, a number of features desired by the WVHC have been placed in Section 3.3, Optional Features. Vendors are asked to provide cost bids on both the requirements and the optional features. The WVHC intends to develop the optional features as soon as possible, and hopes some of the options will be within the budget for the initial contract. Vendor insight into the cost of these options will assist in long-range planning.

#### 1.5. General Project Timeline

The WVHC projects the following overall timeline for the project. Modifications of the timeline may be proposed by the vendor or made at the discretion of the WVHC, subject to the terms of the contract. A specific proposed timeline with deliverables is provided in Section 3.9.

##### RFP Cycle

June 1, 2008	RFP Issued
August 15, 2008	RFP Response Submission Deadline
October 1, 2008	Award Announcement
October 27-31, 2008	Contract Signed

##### Development Cycle

November 3, 2008	Development Begins
January 16, 2009	Content Management System (CMS) & Database Design Due
June 24, 2009	Proposed Public Web Design Due; Data Conversion Complete
July 15, 2009	Database & Content Management System Completed & Installed
October 7, 2009	Preliminary Public Web (Required Features) Completed/Installed
February 10, 2010	Final Public Web (Required Features) Completed/Installed
April 1, 2010	Contracted Optional Features Completed/Installed
June 1, 2010	All Testing Completed, Ready for Launch
June 15, 2010	Preliminary Acceptance
June 20, 2010	Public Launch of Site (West Virginia Day)
July 30, 2010	Final Acceptance

##### Maintenance Cycle

August 1, 2010	Vendor Maintenance Contract Begins
November 1, 2011	Vendor Maintenance Contract Completed

## 1.6. Notice of Interest / Inquiries

All vendors interested in responding to this Request for Proposal are encouraged to provide notice of the name, address and email of the individual to whom updates should be sent. Additional information will be sent to all vendors who submit a notice of interest. Please send the notice to:

Debby Sonis, Administrator [sonis@wvhumanities.org](mailto:sonis@wvhumanities.org)  
West Virginia Humanities Council  
1310 Kanawha Boulevard East  
Charleston, WV 25301

All requests for additional information or clarification of this Request for Proposal must be submitted in writing by letter or email to Ms. Sonis at the above address. The responses to questions submitted by any vendor will be distributed to all vendors who have submitted a notice of interest.

## 1.7. Restriction on Contact with WVHC Staff and Board Members

A prospective vendor may not contact officers or members of the WVHC Board of Directors or any WVHC employee other than the designated contact person regarding this RFP between the issue date of the RFP and award date of the contract. Attempts to influence the outcome of the selection by direct contact may result in disqualification of the proposal.

## 1.8. Preparation of the RFP

Vendors are expected to present a proposal that specifically addresses the requirements of this RFP and follows the proposal format specified in Section 1.9. The RFP should include a table of contents to allow evaluators to locate easily the specific responses to requirements.

## 1.9. Proposal Format

Please prepare the proposal using the following outline.

### A. Qualifications

Provide a concise summary of your company, including number of years in operation as well as descriptions of previous projects and experience that demonstrates your ability to complete this project successfully. Please describe specifically projects that included the development of content management systems and the cross-referencing and delivery of extensive content, including media content. Provide at least three references from previous clients who can evaluate your work on significant projects.

### B. General Description of Proposed Solution

Describe your general approach to the project, your strategic approach to project management, development and testing, and give a summary of the proposed

technologies, including web, database, conversion, media and other technologies. If desired, vendors may offer two different technical approaches to accommodate different hosting platforms (e.g. Linux and Microsoft). If alternative solutions result in different pricing structures, please specify those differences in Section F.

C. Response to Specific Requirements and Options

Please respond to each requirement and option with a description of your proposed solution. If a requirement does not entail a proposed solution, then please confirm that you understand and agree to the requirement as stated. For purposes of consistent evaluation, the WVHC requests that the format of this section be the same as Section 3, and that the responses be given in the same sequence as the requirements are listed and referenced to the corresponding requirements.

D. Personnel

Identify key personnel to be assigned to the project, and briefly summarize the experience of individuals named. Describe the team which would be defined for the project, listing personnel by role or area of expertise (e.g. database administrator, web programmer, etc.)

E. Schedule

Describe the proposed project schedule or confirm your agreement to the proposed schedule given in Section 3.6, show key milestones and related deliverables. Describe any requirements for the WVHC that may relate to or impact the project schedule.

F. Cost

Complete the cost bid sheet (Attachment 4).

### 1.10. Submission of the RFP

All responses to this Request for Proposal must be sealed and submitted with the original and four (4) copies no later than 2:00 p.m., August 15, 2008, either in person or by delivery to the following address:

Debby Sonis, Administrator  
West Virginia Humanities Council  
1310 Kanawha Boulevard East  
Charleston, WV 25301

Responses received after the deadline will be disqualified.

### 1.11. Costs of Preparation and Oral Presentation

All costs of preparation and delivery of the response to this Request for Proposal are the responsibility of the vendor. All costs related to an oral presentation are the responsibility of the vendor. If the vendor requests any on-site visit by WVHC project staff to any location where a similar system is in operation as part of the evaluation process, the vendor shall be responsible for those travel costs.

### 1.12. Quotations

**Required Items:** Vendors shall quote a firm fixed price amount for the development and implementation of all required items. The quotation will cover the life of the contract and will not be subject to any increase unless specific authorization for adjustment is provided in the contract.

**Options/Add-Ons:** Any optional or add-on features will be quoted at a firm fixed price amount for each item. The WVHC reserves the right to include or exclude individual optional features from the award and contract.

### 1.13. Evaluation and Decision

The WVHC will evaluate each proposal to determine the extent to which the proposal:

- meets all requirements of the RFP;
- offers a system that assures a reliable, high-quality product for the public, and a stable, easy-to-use system for administration and content management;
- defines technical strategies that are consistent with standards-based web development for ongoing viability;
- demonstrates the vendor's ability to execute and complete the project successfully and within the project schedule;
- provides the best value for cost bid and the product to be delivered.

The WVHC reserves the right to select two or more proposals for final review and may require an oral presentation of finalists if those proposals are sufficiently close in the evaluation of written documents to warrant the additional step.

The WVHC reserves the right to reject any or all proposals. If a proposal is selected for award, a contract must be executed between the selected vendor and the WVHC before the award may be considered official.

## 2. Operating Environment

### 2.1. Location and Hosting Provider:

It is the intention of the WVHC to establish the platform for the WV Encyclopedia Online at a site that is locally controlled and managed. This service may be available through an agency of the State of West Virginia, university or other location.

The WVHC will be responsible for contracting with the hosting provider for all hosting and backup services, including maintenance of the operating environment.

### 2.2. Platform Hardware and Operating System Software:

In order to assure the appropriate hosting platform, the WVHC will contract with a hosting provider following the selection of the system vendor as a result of this RFP. The hosting provider will own, manage and maintain all servers, operating system software, emergency power systems and backup systems, including web server, load balancing, and other operating system software, and will provide help desk support for web site problems related to the operating environment.

### 2.3. Application Software

The selected vendor will be required to install the completed program software and any required application software (subject to approval of the hosting provider) as required by the system for content management and web content delivery. The selected vendor will perform acceptance testing on the selected platform.

The Response to the RFP shall include an option for the cost of purchasing, installing and maintaining the proposed database software should the selected host provider exclude database software from the available operating system software.

## 3. Requirements and Specifications

### 3.1. General Requirements

Through this RFP, the WVHC is seeking not just a *vendor*, but a true *partner* in the development of the electronic encyclopedia. WVHC expects that partner to bring both excitement and commitment to excellence to the project, and to work with WVHC staff as a team dedicated to enlarging and enriching the experience of all users. Toward that goal, WVHC will work closely with the selected vendor to help achieve the very best and most dynamic system possible.

The West Virginia Encyclopedia Online shall be designed to provide excellent and highly convenient access to users of all ages and users having a wide variety of purposes. To accomplish this, the system shall:

- Be based on a dynamic, database driven content management system designed to provide maximum flexibility for use and continuing growth.
- Provide for administrative and editorial control of the site contents and functionality to the staff of the WVHC through a secure role-based administrative interface incorporating appropriate work-flow processes.
- Incorporate all of the existing contents of the West Virginia Encyclopedia.
- Provide extensive, multi-level indexing to support a wide variety of access methods and cross-referencing between entries and related special features.
- Provide extensive opportunities to registered users for interaction with other users and opportunity to submit information and develop personal portfolios.
- Provide support for delivery of audio, video and multi-media content.
- Deliver free access to the public for all features of the site.
- Include all required features defined in this section.

### 3.2. Scope of Work: Requirements

Required attributes and features of the system are described in this section. A vendor's response will only be considered if a proposed solution is offered for each requirement.

#### 3.2.1. Requirements for System Architecture

The WVHC does not specify a particular platform in this RFP. Vendors shall propose a specific platform architecture, and are requested to explain the reasons for proposing a particular web server and database platform. The vendor may also propose two alternative platforms. If that approach is taken, the advantages and disadvantages of each should be explained and any differences in cost should be documented in side-by-side comparisons.

#### 3.2.2. Required Characteristics and Capabilities of the Public Web Interface

Required characteristics and development techniques for the public web interface are as follows:

- a. The software and hypertext markup languages used shall be well-established and based on widely accepted standards (see Section 3.4).
- b. The site shall be cross-browser compatible and shall conform to accessibility standards (see Section 3.4).
- c. The site shall maintain an attractive and professional overall design that meets the approval of the WVHC, and should include dynamic visual elements on the main page. The WVHC will provide the logo concept, but the selected vendor will propose overall design options for selection by WVHC and execute final designs for production.

- d. The formatting and behavior of elements, including headings, paragraphs, hyperlinks, images, and other components shall be controlled by style sheets, and overall design shall allow for easy modification to keep the appearance fresh.
- e. The delivery of audio and video material shall be broadly compatible across browsers and operating systems, and shall be seamless (within the online encyclopedia window, not through activation of a user's local media player.)

Specific required capabilities of the site are as follows:

- a. The public site shall provide multiple search and index selection options to provide quick and intuitive access to subject matter information, including:
  - 1) Alphabetical index by article title keyword. For existing encyclopedia material, this keyword is used in sequencing encyclopedia entries. Selection of a 'letter' would return a list of all articles with the keyword beginning with that letter.
  - 2) Geographical search capability with selections by county and city, potentially integrating selection from map areas. Selection of a county or city would return a list of all articles containing the county or city name.
  - 3) Author and title index and 'search by' capability. The 'author index' would consist of a list of all authors, alphabetized by last name, each linked to a list of the articles written by that author. The 'article index' would consist of a list of all articles, alphabetized by keyword, and linked to the full text of the article. The 'search by' could be a Boolean word search for first or last name of the author or any word in the title. The WVHC will provide lists of article titles with author names in Excel format (See Attachment 3).
  - 4) Topic and subtopic selection and/or index using predefined lists provided by WVHC, initially populated with articles assigned to the topic in those predefined lists (See Attachment 3).
  - 5) Boolean full-text search based on word or words within an article or related data (author name), with ranked returns. The use of controlled subject vocabularies is desirable, but not required.
  - 6) Cross referencing between articles, initially based on the "See also" references included with articles and capable of being enhanced by WVHC staff using the content management system (See 3.2.4.c).
- b. The public site shall provide the option for users to create and maintain accounts, with capabilities including:
  - 1) Registration, login, lost password retrieval, and account editing;
  - 2) Signup for topic-related automated email;
  - 3) Subscription to online newsletters;
  - 4) Sign-up for registered user participation features (see 3.2.3.b); and
  - 5) Creation of user portfolio areas (potentially multiple areas for each user, see 3.2.3.b.3.)
- c. The public site will provide user access to extensive multi-media presentations, including:
  - 1) Capability to stream video (with or without audio tracks) through embedded user-controlled 'players' such as Flash video players;
  - 2) Capability to present multiple slideshows of images; and
  - 3) Capability to deliver audio material.

- d. The public site shall provide a link to existing e-commerce and e-contribution areas currently linked from the existing [www.wvhumanities.org](http://www.wvhumanities.org) site.
- e. Automated link checking shall be provided to enable WVHC web administrators to identify, review and correct broken internal and external web links.

### 3.2.3. Required Features of the Public Web Interface

The WVHC intends the online encyclopedia to be rich with features that will offer users an enjoyable and enlightening resource of West Virginia history and cultural information, as well as an opportunity to interact with others on subject matter interests, to contribute their own knowledge and resources to expand the collection, and to use the site as a virtual research collection of their own. To accomplish this, the WVHC requires the features listed in this sub-section to be included in the initial development. Additional optional features are described in section 3.3.

- a. Inclusion of core West Virginia Encyclopedia content
  - 1) All articles published in the bound volume shall be converted (see 3.2.6), indexed, and associated with the original photographs and graphics.
  - 2) All photographs and graphics published in the bound volume shall be formatted for the web (see 3.2.6), indexed and, at a minimum, associated with the original article. The images shall remain independent from the article in order to be available for indexing to other articles.
- b. Interactive features for registered users ('subscribers').
  - 1) 'Push Back' -- This feature will provide users a web form to critique and challenge content or submit general comments, similar to a 'Letter to the Editor'. Each article will include a standard link to the 'Push Back' form. This link must pass the article identifier to simplify relating the comment to the article. The 'Push Back' feature should also be available for general comments unrelated to an article. The submission of a comment should result in an automated email to the subscriber, and the editor must be able to review subscriber comment and determine the action to be taken. If the editor decides to post the comment (either edited or in its entirety) to the public, that comment should appear on a screen dedicated to user comments, with a link back to the article. Also, if an active comment relates to a specific article, that comment should be accessible from the article through a flag indicating the existence of a comment. Comments must be able to be turned on or off by the editor, or set to expire automatically on a date set by the editor.
  - 2) 'Submit' -- This feature will allow users to offer new information to WVHC editors, including the ability to upload and submit digital material for editorial consideration. The vendor will work with WVHC to determine acceptable file formats and security procedures required to assure the safety of accepting files from the public.
  - 3) 'My Mountain State' -- Subscribers may develop one or more subject matter portfolios of content of interest. For example, a Civil War buff might create a portfolio of civil war battles and another of historical figures of the period.

- c. Editor-controlled special content features
  - 1) The 'Exhibit Hall' section will allow an editor to select and group content around an event or topic, for example, an exhibit of Buffalo Creek Flood photos and stories or a collection of West Virginia landmarks. Multiple concurrent 'exhibits' must be possible, and beginning and ending dates allowed for turning the exhibits on and off.
  - 2) The 'What's New' section will allow the editor to highlight new articles or other content and other changes of interest, with links to appropriate articles.
  - 3) The 'See WV' section will allow editors to assemble information related to a place to visit, maintain multiple 'places', and highlight a selected place on a rotating basis, with links to related articles.
  - 4) 'This Date in History' will display a listing of events occurring on the current date, based on key dates in article content, or if none are found, then events occurring in the same month. This feature may be controlled by the editor, with the capability of adding brief descriptive content for the event display. WVHC will supply the vendor with an Excel spreadsheet containing a set of dates, a brief description to display, and the title of the related article to populate the initial function for the public web. The capability to index the specific description to multiple articles is desirable.
  - 5) "West Virginia Quiz" will allow an editor to create or enter questions (and multiple choice answers) to generate a quiz based on article content or WV trivia. The feature will allow the user to 'take the test' by clicking an answer, and then receive a score and the correct answers on submission.
  - 6) "Opinion Poll" will allow an editor to create a question and multiple choice answers for presentation to the users. User response will be tallied and displayed.
  - 7) "Maps" must provide a basic area to select by category, view and print (image only) static maps. Editors must be able to sequence available maps – for example, setting order of a set of maps to the correct chronological sequence of county formation. Ideally, the user could open two maps simultaneously for comparison by overlay. However, this functionality may have to wait for the development of interactive mapping (see 3.3.4).
  
- c. Automated display special content features
  - 1) The 'Events Calendar' will display events for the current month (with capability for the user to select future months), and will return event data entered by WVHC staff. The events calendar shall:
    - a) Display any events entered by editors and highlight WVHC events.
    - b) Allow users access to detail for any event title, including event category, location, description, start time/date, end time/date, website, contact information;
    - c) Allow users to display events by event category (topic) or region;
    - d) Provide for the automatic expiration of past events; and
    - e) Include links to and from cross-referenced articles.
    - f) Allow events to be selected for inclusion on the site's main page.

### 3.2.4. Requirements for Content Management System (CMS)

A highly functional and secure content management system and associated database will be essential to the long-term editorial quality of the online encyclopedia information and the special features of the site. The WVHC expects the CMS functionality and the ease and efficiency of use to be a key factor in the selection process.

The CMS must allow WVHC to manage the content and functionality of all public web features described in this RFP and included in the final contract. The CMS shall include the following capabilities:

#### a. CMS Access

- 1) The CMS will be hosted at the remote provider site, and the system shall allow for secure remote access to the CMS from the WVHC by authorized users.
- 2) Should the WVHC decide in the future to move the CMS components to a local server, the system shall be easily modified to provide secure local access at the WVHC with automated database replication to move data to the host site.
- 3) The system shall provide for automatic session expiration after 30 minutes of non-use.

#### b. Administrative and WVHC User Security Module

- 1) The control of user security will be managed by a WVHC staff person assigned as Administrator.
- 2) The module shall provide for role-based security with a minimum of four security groups having escalating permissions, such as read only, write/edit offline, publish, delete/archive. The vendor may propose additional security groups if deemed necessary.
- 3) The module shall provide a WVHC user registration process, incorporating automated e-mail notification between administrator and user regarding registration and activation status.
- 4) The module shall require strong passwords, and administrative approval and role assignment prior to access.
- 5) The module shall create an access log for each login to the CMS, maintaining, at a minimum, the user ID, date/time and IP address of the login.
- 6) The module shall allow for administrator controlled modification of user status.
- 7) Password retrieval and user account modification features shall be provided.

#### c. Content Management Functionality

- 1) The CMS shall utilize an intuitive design for ease of operation and learning, and shall incorporate appropriate validation and error handling for user entry.
- 2) The CMS shall incorporate a logical and efficient process for users to manage or perform the creation and modification of content. A user with appropriate authority shall be able to:
  - a) Assign editorial tasks, and give notice of the completion of tasks to others using semi-automatic means (e.g. A writer completing work on an article

- could check a box which would generate a notice to an editor that content was ready for review);
- b) Create new content entries, including text, images, and links to video, audio and dynamic image 'slideshow' content [Note: Media preparation and editing will be handled through other software products. The CMS must be able to place that media in the location specified by the editor (within stylesheet parameters), associate captions and html 'alt' tags, fix display format, etc.];
  - c) Modify existing content entries, e.g. edit text, change or add visual and audio materials, reformat content elements based on content type and predefined styles, reorder content items;
  - d) Index or cross-reference existing or new material to other content based on required indexing features;
  - e) Assign articles to topics and subtopics;
  - f) Designate key words, dates or categories for integration with special features such as interactive time lines, weather history, mapping, etc.;
  - g) Create special content sections as described in Section 3.2.3.c;
  - h) Create and maintain the events calendar, and index events to and from other content items;
  - i) Preview material in web format prior to approval for publication;
  - j) Publish or schedule content for publication; and
  - k) Archive material no longer in use, and retrieve material from archived data as needed.
- 3) The CMS shall incorporate effective validation and error handling for user entry.
- f. Public Subscriber Functionality Management
- 1) The CMS shall allow for management of public subscriber input, including the ability to:
    - a) Review and approve comment prior to posting on the public site;
    - b) Easily interact by email or internal messaging system; and
    - c) Revoke or temporarily block subscriber accounts and 'lock-out' IP addresses following inappropriate use.
  - 2) The CMS shall provide for management of email lists, newsletter subscriptions, and other subscriber features.

### 3.2.5. Requirements for Content Management Database

The successful vendor shall use a robust relational database software product with capabilities equivalent to SQL Server or Oracle for the design of the system. The vendor shall specify the version proposed and briefly describe the reasons for that selection. The vendor will be responsible for designing a database that is:

- stable and capable of efficient delivery of the appropriate data for user selections
- designed to maintain textual data and connection to non-textual data for delivery to the screen in pre-defined formats
- designed to manage effectively the required cross-indexing capability
- designed to control and track secured access and manage user accounts, automated emails and other user interactions.

### 3.2.6. Requirements for Data Conversion

The successful vendor is required to provide complete conversion of the existing data into the new database format or other data format in such a way that the existing articles are returned to the web in a correct predefined format based on content type. Photographs or other images presently associated with articles in the current encyclopedia shall be converted to appropriate web image formats such as gif or jpg files, sized appropriately, assigned captions, and indexed so as to be associated with the appropriate articles. The images shall be handled in a manner that will allow them to be also associated with other material through future indexing.

The final, proofed version of the existing West Virginia Encyclopedia complete contents is available in digital format.

- Textual content exists in ASCII text files with typesetting markup. This markup was created by Magna typesetting software which uses markup customized by the typesetter. The existing markup identifies formatting and content type indicators such as titles, beginnings of paragraphs, special fonts, author names, author affiliations, and cross referencing. A partial index of typesetting markup based on sample files is included as Attachment 1. A printed sample of one entry is included as Attachment 2.
- Image content exists in TIFF files which exist in varying dimensions and a resolution of 300 ppi.
- Two text files (multiple articles) and three images will be provided in electronic format upon request by email.

The WVHC will also provide additional data in Excel format for conversion to simplify the creation of indexing for the encyclopedia content. Attachment 3 provides a sample of an existing spreadsheet containing article titles, topics and author last and first/middle names. Additional work will be completed in the summer of 2008 that will identify key dates and provide summary text for 'This Date in History' or 'Interactive Time Line' features.

### 3.2.7. Requirements for System Documentation and Authorized User Training

The vendor shall document the database, web interface files and processes in a manner that is consistent with best industry practices and which identifies the purpose and use of each programming component of the system.

The vendor shall provide a basic manual setting out core user processes to assist WVHC in training new users.

The vendor shall provide sufficient training for WVHC staff who are assigned to participate in editorial work and user discussion group moderation and for WVHC staff who are assigned administrative roles in user management. In the response to the RFP, the vendor shall describe the training that will be provided.

The vendor shall also provide sufficient training to WVHC or hosting employees who will maintain the application on the hosting site. For the purposes of this RFP, the training during the development cycle shall cover the basic operation of the system. Thorough training in system design and operation may be included in the contract for the Maintenance Cycle.

### 3.3. Scope of Work: Optional Features

Several additional features are desired, but have been included as 'Optional Features' in order to allow vendors to quote the cost of these options separately. Optional features may or may not be included in the original contract, depending on priorities and the availability of funds. Vendors are asked to provide a proposal for each optional item.

The WVHC reserves the right to purchase these features as additions within the original contract or as modifications within six months of the original contract date at the cost quoted.

#### 3.3.1. Option 1: Additional Indexing Functionality

The WVHC would like users to be able to access articles using a chronological period index, based on selection of a year or of a pre-defined period assigned by the WVHC. If this option is included, the initial index would be populated by key dates referenced in existing articles. Capability to manually index content to the chronological index by the selection of additional key dates would be added to the content management system. The system should prevent repetition of articles in the display of selection results.

#### 3.3.2. Option 2: Additional Subscriber Functionality

- a. 'Forum Connect' -- The WVHC would like to develop the capacity to present moderated discussions, featuring authorities whose articles are in the encyclopedia or others. This would allow subscribers to participate in scheduled electronic discussions of special topics. If included in the final contract, the CMS shall provide for the presentation and management of the moderated forums, allowing for submission of questions and comments from users to the forum, moderated flow of those entries to the forum 'expert', and response.
- b. 'Community Connect' -- The WVHC would like to develop subject-oriented chat rooms or bulletin boards that will allow subscribers to propose topics and engage others in discussion. This functionality would require an area for subscribers to suggest topics, vote on topics that may have been proposed, and enter a 'chat' set up by an editor when sufficient interest was expressed. If included in the final contract, the CMS shall provide for the establishment and oversight of the chat room or bulletin boards.

### 3.3.3. Option 3: Additional Automated Display Functionality

- a. 'Today's Weather in History' – The WVHC would like to display the current time, temperature and weather conditions on the site's main page. In its most basic form, this feature would link to a 'Weather in History' page, where key weather events for the date or month, as identified by the editor through the content management system, would be displayed. The weather information on the main page may be obtained from a recognized weather site, but may not allow pop-up ads to be activated from the WVHC site. If this option is included, the WVHC would like to explore potential revenue opportunities for links to a specific weather site.

In the future, and contingent on obtaining weather data from the national weather service, the WVHC would like to include a feature to allow users to find historical highs and lows, precipitation, etc., for the date by zip code. The vendor is not asked to include this functionality in the current option price, but this information is included to help define the overall design.

- b. 'Interactive Time Lines' – For any selected article, the WVHC would like to allow the user to view a timeline showing the article in context, based on a pre-defined set of historical references developed by WVHC through the content management tool. The CMS tool should allow editors to:
  - o Create multiple unique timelines;
  - o View a list of articles based on key dates in order to select relevant material for inclusion in the timeline;
  - o Search articles by other criteria for inclusion in the timeline;
  - o Allow creation of brief captions for display in the timeline; and
  - o Attach a specific timeline to one or more articles.

User access to the relevant timeline could be established through links from the date or year references in the articles designated by an editor as a key date, or be displayed automatically as part of the article.

### 3.3.4. Option 4: Interactive Mapping

The long term goal of the WVHC is to incorporate interactive mapping of West Virginia historical, human and natural resources in order to allow users to see change through time, and the patterns of relationship between various resources and events. Ultimately, the WVHC wants to provide integrated access to extensive existing public historical, natural and cultural geo-data, to develop new maps using GIS technology, and add user-controlled mapping features.

Because integrating interactive mapping has such potential for expansion, both in capacity and cost, WVHC is defining this option in stages. The vendor is asked to propose a solution and cost for Stage 1 at a minimum, in order to establish the basis for future enhancement. Vendors are encouraged to suggest a path for WVHC to expand interactive mapping features consistent with the goals of the online encyclopedia.

Stage 1: Develop a geodatabase which will house all the data the WVHC deems necessary for the completion of any mapping application or mapping production effort. Data will come from various sources, some publicly available. Other data will need to be created based on historical maps, images and other non-georeferenced files. This data will provide WVHC with the ability to select, compare and create a minimum of forty (40) state maps of West Virginia showing features that may relate to one another. In addition, a basic web mapping service will be provided. The mapping service, for example, will allow a user interested in the process of county formation from early Virginia through the modern era to view the oldest data and then overlay that version with later and later datasets, effectively showing the sequential division into the present counties. Other examples are the comparison of Indian trails and modern highways, railroads and coal camps or coal deposits, the expansion and contraction of railroads through time, the relationship of rivers and cities or population density, terrain and Civil War battles and troop movements.

For the purposes of this RFP, the Stage 1 feature should allow public users to select any available datasets from topic lists, then add additional datasets as layers. As layers are displayed, a list of displayed layers should be populated, and any layers in the list turned off or on during a particular user session.

On the content management side, an interface shall be provided for WVHC editors to create or import data, assign topics, descriptions, dates and other metadata.

Stage 2: Integrate selected available public geo-data and use the mapping server application to allow users to view maps related to and indexed to other encyclopedia content. Also, allow users to access content through map selection features.

The WVHC may separately contract with West Virginia state agencies or private contractors for the generation of specific mapping data, and the WVHC staff must be able to incorporate new data into the system using the content management system.

Stage 3: Develop datasets that integrate timelines, allowing for the presentation of dynamic maps that show changes over time. For example, the settlement and growth of West Virginia since the 1720s might be displayed by a dynamically changing population density map.

### 3.3.5. Option 5: Integration with External Libraries and Sources

The WVHC wants to make the West Virginia online encyclopedia a true portal of knowledge, informative in itself and a gateway to further information services. Thousands of books are currently cited in the West Virginia Encyclopedia. These book titles and authors are included in the additional reading suggestions at the end of most articles,

appearing in the data following the “;GR” typesetting code. WVHC would like to simplify for the user the job of locating the book at a West Virginia library or for purchase.

For the purpose of this RFP, the vendor should propose a solution that would link source books cited in the encyclopedia to the online catalogs for West Virginia libraries to help users locate a library that holds the book.

In West Virginia, at least five online library networks currently exist, although a central data repository is expected to be available in the future. Each current network represents a different group of counties, cities or other libraries. The vendor should propose a method that would allow the user to select a city, which would be linked to the appropriate network, before completing the link. A method that locates the book in the selected network using a search by the book’s exact title is preferable to a method that requires manual indexing by WVHC. Once the encyclopedia ‘locate’ function is activated, any further user actions relating to the reference would occur on the target site. The vendor is encouraged to explore and recommend other approaches that might provide better results.

In addition to library sources, the vendor should propose a solution that would link to sites at which the user might purchase the book. Options might include West Virginia bookstores which register with WVHC as preferred resellers, preferred online retailers from which WVHC would receive a commission and online used book dealers. WVHC will be responsible for any financial agreements between the Council and the resellers.

#### **3.3.6. Option 6: Additional CMS Functionality**

The WVHC may wish to add thorough online user help resources specific to the operation of the system, in order to enhance the ability of new users to become comfortable with the system without extensive training, and to provide all users with an easy reference for specific tasks in the content management system. This option should be quoted with the understanding that it does not replace or modify the requirement for system documentation and training.

### **3.4. Standards, Compatibility and Accessibility Requirements**

In order to assure maximum usability and browser cross-compatibility, the vendor shall develop the public web interface using approaches, markup and style sheet coding practices that generally comply with the prevailing best practices recommended by the World Wide Web Consortium (W3C.org), the Internet Engineering Task Force (IETF), and/or the International Standards Organization (ISO). Any third party components used in the application shall also comply with these best practices.

The completed site is expected to function effectively with most popular browsers for both Windows and MAC operating systems, including Internet Explorer (version 6.0 and higher), and versions of Firefox, Mozilla (Netscape), Safari and Opera introduced in 2007 or later.

The vendor shall comply with the accessibility requirements of Section 508 of the Rehabilitation Act Amendments of 1998 and the Federal ADA guidelines. The vendor shall describe how accessibility for users with visual or hearing disabilities will be assured.

### 3.5. Application Development Methodology

The vendor shall describe the development methodology to be used, including project phases and description of project deliverables. The vendor shall identify the points within the development cycle when approval of WVHC will be required.

### 3.6. Proposed Development, Implementation and Testing Schedule

The WVHC has based the overall development timeline on a public release date of June 20, 2010, West Virginia Day. Vendors must consider this a firm deadline for release. All required components and features, and any included optional features must be operational and thoroughly tested prior to that release.

The proposed development schedule defined below identifies key deliverables and the anticipated due date for each. A vendor may propose an alternative schedule if that proposal meets the overall goals expressed in this RFP, and dates may be altered by mutual agreement of the WVHC and the selected vendor. All dates are based on a proposed project start date of November 1, 2008. If the contract award is delayed, the project schedule will be compressed to meet the final June 20, 2010, deadline.

#	Event or Deliverable	Date Due
1	Project Begins	November 3, 2008
2	Completed Project Plan Due Plan Review with WVHC Staff	December 3, 2008 December 10, 2008
3	Completed Technical Architecture Plan Due Plan Review with WVHC Staff	December 17, 2008 December 19, 2008
4	Content Management System (CMS) & Database Design Due Design Review with WVHC Staff	January 16, 2009 January 23, 2009
5	Initial Review of CMS Development	May 13, 2009
6	Conversion/Import of Encyclopedia Content Completed	June 24, 2009
7	Database and CMS Unit and Integration Testing Completed Database and CMS Installed and Ready for WVHC Use WVHC Staff Training Completed	July 8, 2009 July 15, 2009 July 31, 2009
8	Proposed Public Web Design Due Design Review with WVHC Staff	June 24, 2009 July 1, 2009

#	Event or Deliverable	Date Due
9	WVHC Beta Testing of CMS (New Content Development) Final Corrections of CMS Completed for WVHC Acceptance	Aug. 3-Sept. 9, 2009 September 16, 2009
10	Preliminary Public Web Required Features Completed & Installed Preliminary Site Review with WVHC Staff	October 7, 2009
11	Final Public Web Required Features Completed & Installed	February 10, 2010
12	Development Testing of Required Features Completed WVHC Beta Testing of Public Site Begins	March 10, 2010
13	Contracted Optional Features Completed and Installed	April 1, 2010
14	Development Testing of Optional Features Completed WVHC Beta Testing of Optional Features Begins	April 28, 2010
15	All Testing and Corrections Completed – Ready for Launch Preliminary Acceptance	June 1, 2010 June 16, 2010
16	Public Launch	June 20, 2010
17	Final Acceptance	July 30, 2010

### 3.7. Project Management

The vendor shall describe how the vendor will manage the project in order to accomplish the objectives and meet the requirements of the RFP.

The successful vendor will be expected to report progress, status and issues to the WVHC by the first Wednesday of each month in a format specified by WVHC. If issues arise that could affect timely meeting of the deliverables, the successful vendor is also expected to notify the WVHC project manager as soon as possible.

A WVHC project manager will be assigned the responsibilities of project oversight, handling contacts and questions from the vendor, and communicating decisions of WVHC regarding the project in writing to the vendor.

The WVHC may designate the Executive Director or other employee as an authorized agent of the Board to make decisions required during the project.

### 3.8. Personnel

The vendor should include in the proposal a summary description of the functional skills of personnel to be assigned to the project. More detailed information should be included about individuals who will serve as project manager, database specialist and web programmer.

Substitution of personnel is acceptable, providing the skill sets and experience are comparable to the individuals described in the response.

### **3.9. Cost and Delivery Schedule Proposal**

The vendor shall provide a firm fixed price bid for the required components and each of the optional items on the attached cost proposal form (Attachment 4).

The vendor shall provide a general proposal of the project timeframe and major milestones in a format of choice, or indicate acceptance of the development schedule set out in Section 3.6. The payment schedule based on the deliverables will be established by mutual agreement with the selected vendor during contract preparation.

## **4. Contract Provisions**

### **4.1. Ownership of Software Source Code and System Components**

The WVHC currently holds the copyright for the complete contents of the West Virginia Encyclopedia. At the conclusion of this development contract, the WVHC will own the full rights to the application source code, all associated documentation, and all data contained in the database, and all other files and materials associated with the project. The selected vendor shall not have the right to resell or distribute the system design or components without a contractual arrangement with WVHC. The WVHC retains the right to modify the source code following acceptance and final payment for the system, and to resell or distribute any portion of the original source code as it sees fit.

### **4.2. Terms and Conditions**

#### **4.2.1. Contract Provisions**

The terms and conditions specified herein shall apply upon execution of the contract resulting from this RFP between the selected vendor (hereafter, the “Contractor”) and the WVHC. The provisions of the RFP and the content of the Contractor’s Response shall become provisions of the contract by reference. In any conflicts, the order of control shall be the contract, the RFP, and the Contractor’s Response to the RFP.

#### **4.2.2. Conflict of Interest**

The Contractor warrants that it, its officers, agents and employees do not hold any interest and will not acquire any interest which will conflict with or compromise its performance under this contract or serve to influence any employee, officer or member of the board of the WVHC relating to the performance of this contract. The Contractor further agrees that should any potential conflict be found, the Contractor will present that information to the WVHC, which shall be authorized to determine the resolution of the potential conflict.

#### 4.2.3. Prohibition Against Gratuities

The Contractor warrants that it has not and will not pay or agree to pay or provide any fee, commission, percentage, gift or other consideration to any person to influence or to be contingent on the award of the contract. Violation of this provision shall give the WVHC the right to cancel the contract without liability.

#### 4.2.4. Vendor Relationship

The Contractor shall be an independent contractor and no employer-employee relationship shall be created by this contract. The Contractor shall be solely liable for the acts and omissions of its employees.

Prior to the execution of the contract, the Contractor shall provide proof of its authority to do business in West Virginia, and evidence of its compliance with all employer registration responsibilities with state and local agencies.

The Contractor shall be exclusively responsible for payment of all employees and subcontractors and any taxes, withholdings, penalties, fees, fringe benefits, contributions to pension or deferred compensation, insurance premiums or other costs, and for all related filings pertaining to these payments with state and federal agencies.

The Contractor shall hold harmless the WVHC, and shall provide the WVHC with a defense against any and all claims including but not limited to the foregoing payments, withholdings, contributions, taxes, social security taxes and employer income tax returns.

The Contractor may employ subcontractors with the approval of the WVHC, but shall not assign, convey, transfer or delegate any of its responsibilities under this contract to any other party without express written consent. The WVHC may require any information pertaining to a proposed subcontractor deemed necessary to determine whether the subcontractor is reliable and acceptable.

#### 4.2.5. Non-Discrimination

During the performance of this contract, the Contractor agrees as follows:

The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. The Contractor shall state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that Contractor is an equal opportunity employer. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient compliance with this provision. The Contractor shall include the provisions of the foregoing paragraphs in every subcontract or purchase order of over \$25,000 so that the provisions will be binding upon each subcontractor or vendor.

#### 4.2.6. Indemnification

The Contractor agrees to indemnify, defend and hold harmless the West Virginia Humanities Council, their officers, board members and employees in connection with: (1) Any claims or losses incurred by any subcontractor or supplier in connection with the performance of this contract; (2) Any claims by or losses resulting to any person or entity from the unauthorized use or disposition by the Contractor of any data or material involved in this project; and (3) Any failure of the Contractor, its officers, employees or subcontractors to observe State and Federal laws.

#### 4.2.7. Compliance with Laws and Regulations

The Contractor shall comply with all Federal, State and municipal laws and regulations, shall procure all necessary licenses and permits, and shall pay any applicable sales, use, business and occupation, property or any other taxes or fees resulting from the performance of this contract.

The WVHC is incorporated as a non-profit educational corporation and holds a tax-exempt status under Section 501(c)(3) of the Internal Revenue Service regulations. The WVHC agrees to supply the appropriate exemption certificate to verify exemption to West Virginia sales tax for services provided under this contract.

#### 4.2.8. Prime Contractor

The Contractor act as prime contractor and shall be solely responsible for all work performed and all products provided under the terms of this contract. The contractor will be the sole point of contact with WVHC regarding all contractual matters, and will be fully responsible for the payment of any subcontractors.

#### 4.2.9. Term of Contract

The contract periods shall include the Development Cycle and the Maintenance Cycle (see Section 1.5)

This contract will be effective on the date of the execution of the final contract. This contract shall continue in effect throughout the period of performance, up to and including the acceptance of the West Virginia Encyclopedia Online at the conclusion of the Development Cycle, and shall not exceed twenty-one months, unless extended by mutual agreement for a period not to exceed two additional months.

#### 4.2.10. Preliminary and Final Acceptance

The system and services provided by the Contractor during the Development Cycle shall be fully operational at least twenty days prior to system launch. The WVHC will conduct internal review of the system and its functionality, and the Contractor will correct any defects found prior to preliminary acceptance prior to launch of the public site.

The Contractor will be responsible for correction of any software functionality problems identified prior to final acceptance.

#### 4.2.11. Maintenance Contract

Contingent upon satisfactory completion of the Development Cycle, the WVHC expects to enter into a maintenance contract with the Contractor for system maintenance for a period of fifteen months beginning August 1, 2010, and ending October 31, 2011.

If the Contractor is unable to enter into the contract for maintenance of the system throughout the Maintenance Cycle, the Contractor shall give notice to the WVHC at least ninety (90) days before withdrawing service and support. If the Contractor and the WVHC cannot agree to terms for the maintenance contract, the Contractor shall provide services as proposed in the RFP Response for at least ninety (90) days following written notice of refusal in order to allow sufficient time for the WVHC to contract for alternative support.

#### 4.2.12. Contract Amendments and Modifications

The WVHC and the Contractor may, by mutual agreement or their respective governing bodies and under signature of their authorized agents, amend or modify the terms of the contract to enhance the project outcomes or adjust to changing circumstances. Contract amendments or modifications may include:

- a. Addition of optional features listed in the RFP and Contractor's quotation but not included in the original contract, at the price quoted in the Response to the RFP.
- b. Addition of optional features not listed in the RFP, at a mutually agreeable firm fixed price negotiated prior to the execution of the amendment.
- c. Modification of terms or requirements, only when such modification is made necessary by external changes.

Any contract modification shall be in writing and executed by the authorized agents of Contractor and the WVHC.

#### 4.2.13. Availability of Funds

The WVHC may terminate the contract without penalty if funds are unavailable to complete the project. Should termination become necessary, the WVHC shall provide as much notice as possible to the Contractor, shall pay the Contractor for all completed deliverables, and shall reimburse the Contractor for the proportional amount of any deliverable for which the Contractor has provided services.

#### 4.2.14. Authority to Terminate

The contract may be terminated by mutual agreement of the WVHC and the Contractor according to the terms of the written agreement.

The WVHC may terminate the contract at any time the Contractor fails to provide quality services or substantially meet requirements for deliverables. The WVHC will give notice in

writing to the Contractor of defects and conditions which endanger the contract's continuation and a specific deadline by which the Contractor shall remedy the problems. If the Contractor fails to remedy the problems by the deadline, the WVHC shall issue a notice of termination, at which time all work under the contract shall cease. The WVHC shall be obligated only for services rendered and deliverables accepted prior to termination.

#### 4.2.15. Payment Schedule

The WVHC will provide payment to the Contractor under the following schedule for the Development Cycle:

- c. Fifty percent of the full contract amount will be paid on a pro-rated monthly basis, contingent on submission of required status reports and documented progress.
- d. Forty percent of the full contract amount will be assigned to specific deliverables as specified in detail in the final contract. The Contractor is responsible for submitting an invoice including supporting documentation following the submission of deliverables. If the deliverables do not meet the requirements of the contract, the WVHC shall give written notice specifying requirements to be met prior to payment.
- e. Ten percent of the full contract amount will be paid upon final acceptance of the system at the conclusion of the Development Cycle.

- End -

### Analysis of West Virginia Encyclopedia Typesetting Data Files For Use in Conversion

The text data files used for typesetting the West Virginia Encyclopedia may be used for conversion to data stored for the online encyclopedia. For the convenience of potential vendors in determining a strategy and cost of conversion, the following analysis has been prepared based on sample files obtained from the printer. Please note that this analysis is based on a small number of sample files, and additional codes may exist in other files.

#### Sample Files

Sample files consist of varying numbers of exact pages of the printed encyclopedia. For example:

7574X_011	Ten pages, pp 1-10
7574X_013	Six pages, pp 11-16
7574X_015	Eight pages, pp 17-24
7574X_017	Nine pages, pp 25-33

Since the entire printed encyclopedia contains 819 pages of articles, the number of text files probably exceeds one hundred.

#### Initial Code for File

The following sample shows code appearing at the beginning of one file, followed by an analysis of the code functionality, to the extent known. This code includes useful references for the conversion process.

```
<JC7574X.013 ,A TEXT      ,XXX><JD069080/031303/039/022406/1015/JS
/05><BN11,1>;ST<SF10>allegheny plateau / alpha psi
omega<EF><SF300><UF51><UF1><UF1><UF1><UF1><UF1><UF1><UF1><UF1><UF
1><UF1><UF1><UF1><UF1><UF1><EF><UF300>
```

JC7574X.013	Includes file name as originally configured “7574X.01”. Samples were converted to text and renamed, e.g. 7574X_013.txt
,A TEXT	Alphabetical section of encyclopedia
,XXX>	Unknown
<JD...	Internal printer references?
<BN11,1>;	Beginning page number (11)
;ST<SF10>	Begin guide words text (first and last article name appearing at the bottom of the page)
<EF>	End guide words
	Remaining codes, ending with <UF300>, appear to be for document formatting applicable to printed text only.

The following categories of codes should assist with automating the conversion process, and are categorized to aid in planning.

#### Content Indicators

;CAN	Alpha letter heading
;AT or ;A1	Article title
<MC>;TX	Beginning of content for each article
;SE	Cross-reference (Text preceded by ;SE<FI>See also<FS>)
;AU	Author
;AF	Author affiliation
;GR	References (external sources, e.g. books, articles, dissertations, etc.; multiple sources separated by semicolons.)
<QL>;LL	Image caption
<QR>;LL	Image caption

#### Text Formatting

;TX<QL>	Beginning of text in column from previous page or column
<EP>	New paragraph (text content) or force new line (article attribution and references)
<FI>	Begin italic
<FB>	Begin bold
<FO>	<i>(Reported by printer, not found in samples)</i>
<FS>	End special font format (italic, bold)
<BC>	Begin new column
<QL>	Line break, left-aligned, as in formatting poetry.
<QR>	Line break, right aligned (may follow text)
<QC>	Line break, center aligned
<SB>	Non-breaking space

#### Special Characters

‘ ‘	Two left apostrophes = begin quotation
^^	End quotation
^	Apostrophe
<HH>	Hyphen for justification
<UN>_<UN>	Dash
<UN>\-<UN>	Dash

#### Publishing Formatting to be Disregarded

<JU>	Justify
<BC>	Begin column

#### Unknown codes

<SW##>	This code is variable; the ## represents one or more digit or letter. It appears before first line of some articles, but not all.
<CS##>	Similar to <SW##> but appears within a line; sometimes has comma separated numbers following the CS.

- <CC##> Similar to <SW##>, appearing in association with images.  
 <MS ##> This code is variable, the ## represents one or more digits, or words plus numbers. It consistently follows the title, but its purpose is unknown.  
 <EL#> Found before article title and also in conjunction with images and special text.

### Oddities

The sample files produced a few oddities which make it clear that not every code combination is covered in this summary. For example:

stu-<JU><CS16,22><SW1>dents (p14)  
 Shen-<JU><SW0><HH>an<HH>doah (p14)

In both above cases, the words occur in a line in mid-column and are hyphenated for justification, but does not contain the usual code <HH> at the point at which the hyphenation occurs on the page. These text hyphens will have to be removed.

;AT<MSInsert Fig. 20>Blennerhassett Island<FS>

The tag following the article title tag is unusual, but show the range of text that may follow the MS. Also, the end format tag is an example of a stray tag that has no begin format tag.

### Images

Example1:

<IF0><IH0><EL4><GR7574A11.TIF,12.3,17.3,0,0,1> Sample image reference – the bold text above corresponds with the TIFF file that will be provided.

Example 2:

<MS18. Blair Mountain, Battle of MAP BY HEIDI, nocaption><EL4><IF0><IT0.8,0>  
 <IH0><CC32.5><RR><GR7574BR18.EPS,31.9,18.9,0,0,1><EP><VB8> Note that this map does not appear to be TIFF file.

### Text Blocks with Special Formatting

Set off as a spatial block and formatted with a gray background, text block are used in relation to and in the context of certain articles. The following example is the marked up text that produces the special text block on page 4 of the printed book. The tag ;SR appears To open the content block. The title of the special block appears to be formatted in bold with the begin and end tags <FB><FS>. The text of the special content (following the title) appears to begin with <QL> and end with <QR>. The two columns appearing under this block begin with the codes <EL15>;TX<QL> and <JU><EL243>.

<JU><BC>;SR<RE10,10><EL4><PM><BX27,19.8><QL><RE><MC><RM><EL8><FB>Coming to the new state<QL><FS>"My mother^s husband, who was the

stepfather of my brother John and myself, did not belong to the same owners as did my mother. In fact, he seldom came to our plantation. I remember seeing him there perhaps once a year, that being about Christmas time. In some way, during the war, by running away and following the Federal soldiers, it seems, he found his way into the new state of West Virginia. As soon as freedom was declared, he sent for my mother to come to the Kanawha Valley, in West Virginia. What little clothing and few household goods we had were placed in a cart, but the children walked the greater portion of the distance, which was several hundred miles. "I do not think any of us ever had been very far from the plantation, and the taking of a long journey into another state was quite an event. The parting from our former owners and the members of our own race on the plantation was a serious occasion. . . . We were several weeks making the trip, and most of the time we slept in the open air and did our cooking over a log fire out of doors. One night I recall that we camped near an abandoned log cabin, and my mother decided to build a fire in that for cooking, and afterward to make a pallet on the floor for our sleeping. Just as the fire had gotten well started a large black snake fully a yard and a half long dropped down the chimney and ran out on the floor. Of course we at once abandoned that cabin. Finally we reached our destination a little town called Malden, which is about five miles from Charleston, the present capital of the state." Booker T. Washington *Up From Slavery* (1901) **QR** **EL15**

### Sample Typesetter's ASCII Text Data File

*This text produces pages 11-16 of the West Virginia Encyclopedia. Additional samples in data format are available from the WVHC. Please email [sonis@wvhumanities.org](mailto:sonis@wvhumanities.org) to request these samples.*

<JC7574X.013 ,A TEXT ,XXX><JD069080/031303/039/022406/1015/JS /05><BN11,1>;ST<SF10>alleggheny plateau / alpha psi omega<EF><SF300><UF51><UF1><UF1><UF1><UF1><UF1><UF1><UF1><UF1><UF1><UF1><UF1><UF1><UF1><UF1><UF1><UF1><EF><UF300>;TX<QL>ported a glass industry that remains in several plateau counties, including Ca<HH>bell, Wood, Hancock, Lewis, and Ritchie.<EP>With a surface more rugged than any region east of the Rockies, the plateau does not have much good farm land. The dominant agricultural land use is related to livestock, including the production of grass and hay. Tobacco is a specialty crop of the plateau, with 95 percent of the state's total raised in six plateau counties, centering on Mason and Putnam. About 83 percent of the state's population and all cities with a population more than 10,000, excepting Bluefield and Mar<HH>tins<HH>burg, are in the Allegheny Plateau.<EP>;SE<FI>See also<FS> Geography<EP>;AUHoward G. Adkins<EP>;AFOna<EP>;GRNevin M. Fenneman, <FI>Physiography of Eastern United States, <FS>1938; Charles B. Hunt, <FI> Physiography of the United States, <FS>1967.<EP>;ATAllegheny Trail<EP><MC>;TX For nearly 300 miles, the Allegheny Trail traverses eastern West Virginia's most inspir<HH>ing scenery. Stretching from the state's southeastern border with Virginia, a few miles east of Peterstown, Monroe County, to the Mason-Dixon Line near Morgantown, this hiking trail passes through several national forests, numer<HH>ous state parks and forests, and private lands.<EP>Connected at its southern end to the Appalachian Trail on Peters Mountain, the Allegheny Trail heads northeastward along the West Virginia-Virginia border for close to 50 miles. Turning northward, it crosses Pocahontas, Randolph, Tucker, and Preston counties on its way to Pennsylvania. The trail proceeds by way of the<SB> Greenbrier River, Glady Fork, Canaan Valley, and the Blackwater Canyon.<EP>The Allegheny Trail is West Virginia's longest trail. Conceived by members of the West Virginia Scenic Trails Association, construction of the pathway began in the 1970s. The route continues to be built and maintained primarily by members of the organization.<EP>;AU Leonard M. Adkins<EP>;AFCatawba, Virginia<EP>;ATAllegheny Woodrat<MS 11><EP><MC>;TXThe Allegheny woodrat is a North American rodent, present in West Virginia but considered rare and threatened. It differs from similarly sized non-native Norway and black rats primarily by its hairy tail that is dark on top and light underneath. Large eyes, large ears, silky fur, and a blunt nose also characterize the Allegheny woodrat.<EP>The Allegheny woodrat lives in rocky areas including cliffs and caves. It is a herbivore, preferring fruits, berries, nuts, and seeds. Primarily nocturnal, this species is active year-round, supplementing seasonal food sources in the winter with<JU><BC><IF0><IH0><EL4><GR7574A11.TIF,12.3,17.3,0,0,1><QL>;LLAllegheny Woodrat.<EP><EL12>;TX<QL>stores of nuts and other vegetation. Its nest is built of finely shredded bark and other materials, and the woodrat strategically places large piles of leaves and other forest litter around the nest site. It is thought these debris piles serve to alert the woodrat of approaching predators.<EP>Historically, the Allegheny woodrat has been found from southern New York to northern Alabama and west to Indiana. Although it is found throughout the state, the Allegheny woodrat is on the rare species list of the West Virginia Division of Natural Resources. The Allegheny woodrat is not federally protected, but rapid declines in population throughout its range have prompted most states with Allegheny

woodrats to declare them as endangered, threatened, or species of concern.<EP>;SE <FI>See also<FS> Fauna<EP>;AUAmy Donaldson Arnold<EP>;AFIvydale<EP>;GR Steven Bryan Castleberry, ``Conservation and Management of the Allegheny Woodrat in the Central Appalachians,^^ Ph.D. dissertation, West Virginia University, 2000.<EP>;ATWalter Allen<EP><MC>;TXWalter Allen, a coal miner from Dry Branch, Kanawha County, was the only per<HH>son to be convicted of treason in the <SW1>trials following the famous Miners^ March <SW0>in August<UN>\-<UN>September, 1921. The armed miners, who had set out to unionize Logan and Mingo counties, were turned back at the Battle of Blair Mountain.<EP>Allen, 41 at the time of the march, was tried in late summer of 1922 in Jefferson County in the same courthouse where John Brown had been tried. Witnesses testified persuasively about Allen^s leadership: that he spoke at a mass meeting of miners on the lawn of the state capitol prior to the march; that he led the miners at Dry Branch when they voted to take part in the march; that he recruited min<HH>ers from other camps; and that he obtained weapons, served on the marchers^ finance committee, and was seen participating in many phases throughout the march.<EP><CS16,20,45>A jury found Allen guilty on September 16. He was sentenced to ten years in the<SB>state penitentiary but was freed on \$15,000 bond pending appeal. On De<HH>cem<HH>ber 16, 1922, county officials reported Allen had defaulted in his surety. He was never heard from again. An important aspect of the trial is that the detailed, lengthy testimony by leaders of both sides in the mine war has provided an invaluable and colorful historical record of the march.<EP><CS18,24,45>;SE<FI>See also<FS> Battle of Blair Mountain, Miners^ March, Mine Wars<EP>;AULon Savage<EP>;AFSalem, Virginia<EP>;GRLon Savage, <FI>Thunder in the Mountains: The West Virginia Mine War 1920<UN>\-<UN>21, <FS>1990.<EP>;ATAllied Artists of West Virginia<EP><MC>;TXAllied Artists of West Virginia is a statewide nonprofit organization of painters, sculp<HH>tors, print makers, and creative crafts<HH>people. The group^s purpose is to encourage artists to hold exhibits, to foster art in general, and to further interest in art. Active membership is open to profes<HH>sional and amateur artists who are<SB>residents of West Virginia. Accept<HH>ance <SB>into the group is through jurying of the<SB>prospective member^s work, which takes place twice a year. Former members who now reside outside of the state are members-at-large.<EP><CS16,20,45>Charleston lawyer Arthur Dayton began the Charleston Art Association in 1930, and the group exhibited that year in the Charleston library. The next year, Day<HH>ton changed the name to Allied Artists of West Virginia. The group^s 1938 exhibit was its first to be juried. To<HH>day, Al<SW1>ied Artists of West Virginia has more than<SW0> 200 members and holds juried ex<HH>hib<HH>its<SB>every other year, in even-numbered years. In addition to the biennial exhibit traditionally held at the old Sunrise Art Museum, the organization also exhibits in the Frankenberger Gallery at the University of Charleston. Additionally, various businesses frequently offer space.<EP><SW0><CS18,24,45>;ATAlpha Psi Omega<EP><MC>;TXAlpha Psi Omega, the collegiate dramatics honorary fraternity, was founded August 12, 1925, at Fairmont State Normal School, now Fairmont State College. The Masquers, the college drama club, under the direction of Paul F. Opp of the English faculty, created the Alpha cast (chapter) of APO to honor student excellence in theater and to promote theater education. The fraternity^s national faculty officers included E. Turner Stump of Marshall College (now Marshall University) as president, and Opp as secretary and editor of the APO publication, <FI>The Playbill<FS>. The national office was with Opp at Fairmont State.<EP><SF10>alpha psi omega / american legion<EF>In 1929 Alpha Psi Omega created both Delta Psi Omega, a junior college branch, chartering 53 colleges the first year, and the National (now

International) Thespian Society, the high school dramatics honorary. Opp, at the suggestion of an APO member from Casper, Wyoming, developed the Thespians. He was assisted by Ernest Bavely and by East Fairmont High School dramatics director Harry Leeper, both Monongah natives and former Fairmont State students. The Thespians' publication, <FI>The High School Thespian <FS>(now<FI> Dramatics <FS>magazine) was edited<HH><SB>by Leeper. He also designed the insignia, which is still in use. The second and third Thespian troupes (chapters) were at Fairmont Senior High School and East Fairmont High School.<EP>The offices of APO, DPO, and the Thespians moved from Fairmont State to Canada in the fall of 1929, as Opp took leave to pursue a doctorate at the University of Toronto. In 1930, Bavely became the Thespians' national secretary, moving the national office to Weir High School, Weirton, where he taught. Two years later Bavely<SB>moved the headquarters to Cin<HH>cinnati, where it remains. Bavely was Thespians national secretary until his death in 1950. When Opp came back to<SB> Fairmont State, the headquarters for APO, DPO, and <FI>The Playbill<FS> returned to Fairmont, where it remained until Opp's 1966 retirement as secretary and editor.<EP> Alpha Psi Omega now lists 640 casts in the United States and abroad. Delta Psi Omega lists 285 casts. The International Thespian Society lists 3,200 troupes with an aggregate membership of nearly 2 million.<HH><SB>'The Junior Thespians have 222 troupes.<EP>;SE<FI>See also<FS> Fairmont State University<EP>;AUJoAnn Lough<EP>;AF Fairmont State University<EP>;ATAlpine Lake<EP><MC>;TXThe 2,300-acre Alpine Lake Resort and Conference Center is located northeast of Terra Alta, in Preston County. The private development, managed by the Alpine Lake Property Owners Association, includes 345 residences, a 150-acre lake, motel, restaurant, meeting rooms, fitness center, 18-hole golf course, cross-country ski trails, and tennis courts. The facilities are open to the public.<EP>The resort started as a hunting and fishing camp in the 1930s. Arlie Hull, who lived near Terra Alta, owned the property. He created a five-acre lake, stocked it with bass, and bought adjoining land. In the early 1960s, a group of Preston County businessmen bought the 1,000-acre camp and named it Mountaintop Vacationland. To secure the loan, the group sold memberships in the development. They built a lodge, manager's house, cabins, campground, and a swimming pool. In 1969, Morgantown industrialist J. W. Ruby and his wife, Hazel, whose company was named Mountaintop Development Co., bought the camp. The Rubys renamed the camp Alpine Lake, expanded the resort, and drew up a residential community plan. They offered lots for sale, first to charter members and then to the public. In 1980, Mountaintop Development deeded Alpine Lake to the property owners' association.<EP>;ATCharles Henry Ambler<EP><MC>;TX<CS16,22><SW1> A key figure in applying modern approaches to the study and writing of West Virginia history, Charles Henry Ambler was born in New Matamoras, Ohio, August 12, 1876. He grew up in St. Marys, West Virginia, and from 1894 to 1900 he taught school in Pleasants County. He coupled that experience with study at West Liberty Normal School. He served as sheriff of Pleasants County in 1900 and 1901. In 1901 he entered West Virginia University, which awarded him an A.B. in social sciences in 1904 and an M.A. in 1905. Ambler then enrolled at the University of Wisconsin, where one of his mentors was Frederick Jackson Turner, famous for his frontier thesis of American history.<EP>;TXAfter completing his doctorate in 1908, Ambler taught history and political science at Randolph-Macon College in Virginia until 1917. For the next 30 years he<SB>was a member of the WVU history depart<HH>ment, and from 1929 to 1946 he served as chairman. Among his enduring legacies was the creation of the West Virginia and Regional History Collection in the university library.<EP><CS16,20,45>In his prodigious research and prolific writings,

Ambler explored numerous topics that had received but scant attention from professional or amateur historians. Prominent among his works relating to the era before West Virginia became a state were *Sectionalism in Virginia from 1776 to 1861*; *George Washington and the West*; *A History of Transportation in the Ohio Valley*; and others dealing with Thomas Ritchie, John Floyd, and Robert M. T. Hunter, who were influential in Virginia political affairs. Other books, including *Francis H. Pierpont: Union War Governor of Virginia and Father of West Virginia* and *Waitman Thomas Willey: Orator, Churchman, Humanitarian*, reflected Ambler's interest in the Civil War and West Virginia statehood, as did such edited volumes as Anna Pierpoint Siviter's *Recollections of War and Peace* and *Debates and Proceedings of the First Constitutional Convention of West Virginia*. Ambler was honored with the presidency of the Mississippi Valley Historical Association in 1942 and numerous other recognitions. From 1951 to 1955 he represented Monongalia County in the state legislature. He died August 31, 1957.

See also *History of West Virginia*; Otis K. Rice; *AFWVU Institute of Technology*; *American Electric Power*. Headquartered in Columbus, American Electric Power is one of the nation's largest investor-owned electric utilities, serving nearly three million customers in seven states. About 500,000 of those customers live in West Virginia, where the company operates through its subsidiary, Appalachian Power Company. For several years after 1996 Appalachian Power Company and other AEP subsidiaries operated under the AEP name. Appalachian Power Company, often called Apco, has operated under its own name since 2004, reestablishing a familiar corporate identity. The company serves about half of West Virginia households, mostly in the southern counties. West Virginia is home to AEP's largest generating facility—the giant coal-fired John E. Amos Plant, located on the Kanawha River west of Charleston. When operating at full capacity, the 2.9-million-kilowatt Amos Plant uses 27,600 tons of West Virginia coal each day. The company has five other coal-fired generating stations in West Virginia. In addition it operates mining subsidiaries and a fleet of towboats and barges, based at Lakin, Mason County. In all, AEP employs more than 3,700 West Virginians.

American Electric Power is a contributor to *The West Virginia Encyclopedia*. See also *Appalachian Power Company*; James E. Casto; *Herald-Dispatch*; *American Legion*. The American Legion was founded in Paris by members of the American Expeditionary Force in March, 1919. It is composed of men and women who were members of the armed forces of the United States, serving honorably in active duty during times of war. The Department of West Virginia began after World War I, at a meeting held in Charleston on May 2, 1919, and was perfected at a convention in Charleston on October 15–16, 1919. At century's end it had 114 posts in the state and a membership over 27,000. Permanent headquarters are maintained in Charleston with the department adjutant in charge. The official department publication, *West Virginia Legionnaire*, was established in April 1925 and is edited by the department adjutant.

american legion / an american vendetta A women's affiliate, the American Legion Auxiliary, Department of West Virginia, was organized at Grafton on July 20–21, 1922. The charter was signed September 29, 1922. At the time of organization there were 14 units with a total membership of 1,011. There are now 81 units in the state with more than 10,000 members.

Wives, mothers, sisters, daughters, granddaughters, great-granddaughters, grandmothers, and steprelatives of Legion members or deceased veterans are eligible to join the Auxiliary. Women veterans may join the Auxiliary, as well as the Legion itself. The principal work of the Auxiliary is for veterans' welfare in hospitals, veteran homes, or for other veterans and veterans' families with special needs. Both organizations have programs for youth, including Boys' State, Rhododendron Girls State, King-for-a-Day, scholarship programs, and American flag programs. Both the Legion and the Auxiliary are active in legislation for veterans and in encouraging respect for the flag. The Auxiliary has an annual distribution of poppies, made by veterans in hospitals, in exchange for donations to be used for the welfare of veterans.

Eileen Cain Stanley  
Kenna  
Amphibians and Reptiles  
West Virginia has 87 known species of amphibians and reptiles, including 34 species of salamanders, three species of toads, 11 species of frogs, 13 species of turtles, six species of lizards, and 20 species of snakes. Most amphibians have moist glandular skin, and all deposit gelatinous-covered eggs in water or in terrestrial sites such as rotting logs, under rocks, or underground. Their sensitive integument and eggs make them susceptible to pollutants in water and soil, as well as changes in moisture and temperature. Salamanders are found in ponds, streams, and on wooded hillsides. In West Virginia they range in size from the hellbender, which can be nearly 24 inches in length, to the diminutive four-toed salamander, which is about four inches long. Two species, the West Virginia spring salamander and the Cheat Mountain salamander, are endemic to the Mountain State, occurring only here. The West Virginia spring salamander is known to occur only in General Davis Cave in Greenbrier County, and the Cheat Mountain salamander occurs in the five eastern, mountainous counties of Randolph, Pocahontas, Tucker, Pendleton, and Grant. The Cheat Mountain salamander is the only amphibian in the state on the federal list of threatened and endangered species. No reptiles are listed. Three species of toads are known to inhabit the state. The American toad and Fowler's toad are relatively common, but the spadefoot toad is seldom seen because of its secretive nature of remaining underground, only surfacing to mate and deposit eggs during heavy rains. Frogs are found from the lowest elevations to the highest. They range in size from the tiny cricket frog to the bullfrog. Frogs are put into two groups, tree frogs and true frogs. Tree frogs include the common spring peeper and five other species. In addition to the bullfrog, there are four other species of true frogs in West Virginia. Reptiles (turtles, lizards, and snakes) come in a variety of shapes but all share common characteristics such as epidermal scales and an egg with embryonic membrane. Their skin and eggs allow them to live in more adverse habitats than amphibians. The box turtle is the most terrestrial turtle in the state. The wood turtle (only known to occur in the Eastern Panhandle) is frequently seen on land. Some aquatic species such as the spotted turtle (also only known to occur in the Eastern Panhandle) have limited ranges. Other aquatic species such as the snapping turtle are common throughout the Mountain State. Lizards resemble salamanders, but unlike salamanders have scales and ear openings. The most common lizards are the fence lizard and the five-lined skink (sometimes locally known as the blue-tailed lizard). Lizards range in size from the ground skink (four inches long) to the broadhead skink (up to 12 inches long). Of the 22 species of snakes known to occur in West Virginia, only two, the timber rattlesnake and the northern copperhead, are venomous. Most species encountered by people are not venomous. There are three species of black snakes in the state, the black racer, black rat snake, and black kingsnake. The most uncommon snake is the pine snake. Only one specimen of this species has been recorded in the state (Monroe County in

1940).<EP>There is concern among biologists of<SB>an apparent worldwide decline of some<SB>amphibian species. West Virginia is not<SB>immune from such declines. Recent surveys<SB>in known sites for Blanchard^s cricket frog along the Ohio River and for the upland chorus frog in Monroe and Greenbrier counties indicate that the Blanchard^s cricket frog may no longer occur in West Virginia and the upland chorus frog may not be in these southeastern counties. Still, West Virginia has a rich representation of amphibians and reptiles that fit into valuable ecological niches. They represent a major component of our hidden biodiversity.<EP>;SE<FI>See also<FS> Fauna<EP>;AUT<FI>Thomas K. Pauley<EP>;AF<FI>Marshall University<EP>;GR<FI>N. B. Green and T. K. Pauley, <FI>Amphibians and Reptiles in West Virginia, <FS>1987.<EP>;AT<FI>Amtrak<EP><MC>;TX<CS>16,20,45> Concerned with the elimination of passenger service by private railroad compa<HH>nies, Congress in 1970 passed the National Passenger Railroad Act. The act created Amtrak, a semi-public passenger rail service. Originally operating over 24,000 miles of track, Amtrak trains served most major cities via specific routes that varied frequently depending on track conditions. Amtrak operates its trains over the tracks of the major railroad companies. Initially plagued by an<HH>tiquated equipment and poor service, Amtrak improved its trains after the mid- 1970s. Ridership increased, although the question of Amtrak^s survival remained a recurrent issue into the 21st century.<EP><CS>18,24,45>Amtrak operates two trains through West Virginia, both traveling from Washington to Chicago by different routes. The Cardinal operates via the old Ches<HH>a<HH>peake & Ohio line from Covington, Virginia, through Charleston to Huntington, and the Capitol Limited follows the old Baltimore & Ohio through Harpers Ferry and Martinsburg in northeastern West Virginia. The Capitol Limited was a continuation into the Amtrak era of a well-known B&O train. The Cardinal was a totally new train, although it initially followed the route and schedule of the New York Central^s James Whitcomb Riley, which operated from Cincinnati to Chicago prior to 1971.<EP>Previously two other Amtrak trains served West Virginia, the Blue Ridge from Washington to Parkersburg and the Hilltopper over the Norfolk & Western main line from Petersburg, Virginia, to Catlettsburg, Kentucky. Saddled with inconvenient schedules and poor performance, neither train lasted long.<EP>;SE<FI>See also<FS> Railroads<EP>;AU<FI>Robert L. Frey<EP>;AF<FI>Miamisburg, Ohio<EP>;GR<FI>Harold A. Edmonson, <FI>Journey to Amtrak, <FS>1972.<EP> <SF>10> <CFMPSC>36>an american vendetta / <CFMPSC>35>antiquities commission <EF>;AT<CFMP>06>An American Vendetta<MS 2><EP><MC>;TX<FI> An American Vendetta <FS> was a collection of articles by Theron C. Crawford concerning the Hatfield-McCoy Feud of 1882<UN>\-<UN>90. The articles were originally written for the <FI>New York World<FS> newspaper, and published as a book in 1889. Crawford arrived in Logan County in 1888, and was led from Charleston to Logan County by John B. Floyd, a state senator. The pair arrived during the third week of October<JU><EL>10><IF>0> <IH>0> <GR>7574A02.TIF,12.3,16,0,0,1><QL>;LLFrom T. C. Crawford's <FS>An American Vendetta.<FI><EP><BC>;TX<QL>and stayed at Devil Anse Hatfield^s home one night.<EP>Crawford^s articles contained the first known interview with Hatfield. During his conversation with Crawford, Hat<HH>field<SB>stressed that he wanted peace with the <SB>McCoy family but would not disarm and<SB>would not surrender to law officers without<SB>guarantees of his family^s safety. Craw<HH>ford described Hatfield as ``a jovial old pirate.^^ Crawford^s lurid writing, his awkward attempt to re-create mountain dialect, and the accompanying illustrations of menacing and sometimes slouching and unkempt mountaineers did much to create the hillbilly stereotype.<EP>;SE<FI>See also<FS> Devil Anse Hatfield, Hatfield-McCoy Feud<EP>;AU<FI>Robert Y. Spence<EP>;AF

Logan<EP>;ATAndrews Methodist Episcopal Church<EP><MC>;TX The first Mother's Day observance took place at Andrews Methodist Episcopal Church in Grafton, May 10, 1908, the anniversary of Anna Maria Reeves Jarvis's death. Jarvis, whose humanitarian efforts were well known in Taylor County, had worked at Andrews Methodist Episcopal Church for 30 years. She had dreamed of establishing a day to honor mothers, a dream later realized through the advocacy of her daughter, also named Anna.<EP>Located on East Main Street, the two-story red brick structure sits on a cut-stone foundation. From 1873 to 1966, church services were held at Andrews Methodist Church, which was named for Bishop Edward Gayer Andrews from New York state, who was present at the church's dedication, March 16, 1873. In 1966, the United Methodist conference merged the congregation with St. Paul's Methodist and West Main Street Methodist churches, forming the Church of the Good Shepherd. <EP>In 1962, citizens formed the International Mother's Day Shrine Commission. They established the shrine in the parlor at Andrews Methodist Episcopal Church. After the three Methodist congregations merged, Andrews was no longer used regularly as a church. The shrine commission restored the church and opened the entire structure as a shrine in the late 1960s. In 1970, the church was listed on the National Register of Historic Places, and in 1992 became a National Historic Landmark, one of only 15 in West Virginia.<EP>The shrine contains many original church furnishings and displays of Jarvis's family photographs and papers. The building is open from April 15 to October 31, and a Mother's Day service is held each year.<EP>;SE<FI>See also<FS> Anna Jarvis, Mother's Day<EP>;GRHoward H. Wolfe, <FI>Mother's Day and the Mother's Day Church, <FS>1962.<EP><BC><IF0><IT0,0><IH0><CC27><EL4><GR7574A05.TIF,26.3,19,0,0,1><QR>;LL<CC27>'The Ironworkers' Noontime.<EP><EL4>;A1Thomas Anshutz<MS 5><EP><MC>;TXArtist Thomas Pollock Anshutz, born in Newport, Kentucky, October 5, 1851, used West Virginia settings and subjects in crafting a reputation as one of the foremost American painters in the realist style. Although he was raised in Kentucky, he reportedly lived in Wheeling, the native city of his mother, Abigail Pollock, from 1868 to 1872, and returned on occasion as a visitor with his wife, Effie Schriver Russell, also from Wheeling. Anshutz studied at the National Academy of Design in New York and went on to become head of the painting department at the Pennsylvania Academy of the Fine Arts.<EP>His most famous paintings include <FI>'The Ironworkers' Noontime' (1880), depicting Wheeling nail factory workers on a lunch break, and <FI>'Steamboat on the Ohio' (1896), a composite painting inspired by cyanotype photographs that Anshutz had taken during preparatory studies, a method he often used. <FI>'Farmer and His Son Harvesting' (1879) is also known to represent the landscape of the Wheeling area. Although much of Anshutz's work involved portraits and beach scenes, his realistic industrial paintings inspired the term 'Ashcan School' for the style of painting practiced by a number of his notable students such as John Sloan, Robert Henri, and William Glackens. Other landscapes by Anshutz include scenes along the Shenandoah and Potomac rivers. Anshutz died in Pennsylvania, June 16, 1912.<EP>;AULarry Sonis<EP>;AF Arlington, Texas<EP>;GRJohn A. Cuthbert,<FI> Early Art and Artists in West Virginia, <FS>2000.<EP>;ATAnthony Correctional Center<EP><MC>;TXLocated at Neola in Greenbrier County, the Anthony Correctional Center is a minimum-security facility for young adults, primarily ages 18 to 21. The center's goal is to rehabilitate its inmates through vocational training, academic classes, individual and group counseling, a work program, and job placement services. Young adults are sent to Anthony instead of

serving a prison sentence, often as the result of a plea bargain. All inmates receive an individual program plan, which must be completed before they can leave the center. Most inmates complete the program in six months, but others take longer. An inmate who repeatedly breaks the center's rules may have to appear before a judge, who may impose the original sentence. From July 1998 to June 1999, 86 percent of the inmates successfully completed the center's programs and were not imprisoned again. The facility, completed in 1966, was originally used by the federal government as a Job Corps Center. In 1970, the West Virginia Department of Public Institutions (now Division of Corrections) leased the facility for use as a correctional center for juvenile males. The center began accepting adult males in 1980 and females in 1985. The state bought the property in 1995. Anthony Correctional Center can house 220 offenders. In 2001, the center began housing adult male prisoners in its diagnostic unit due to overcrowding in the regional and county jails. The center also began accepting adult female prisoners who are eligible for or are nearing parole.

Antiquities Commission / Appalachia Antiquities Commission  
 The West Virginia Antiquities Commission was established by the legislature on March 6, 1965. The commission was created to identify and oversee the development of important historic sites, or other objects of archaeological or historic interest. The creation of the commission, which preceded by one year the National Historic Preservation Act, reflected the state's interest in preserving cultural and historical resources. The board, composed of six to nine members, made significant progress in the preservation of sites, such as Grave Creek Mound and Independence Hall. In 1977, the legislature abolished the commission and created the Department of Culture and History. The Historic Preservation Section assumed the duties and responsibilities of the Antiquities Commission, with the Archives and History Commission serving as a review board.

Joe Geiger  
 Huntington  
 Appalachia  
 The Appalachian Mountains rise like a spine down the back of the eastern United States, forming a distinct geographic, social, and political region that has come to be called Appalachia. At least since the turn of the 20th century this region of stark beauty, cultural diversity, and economic contrasts has fascinated Americans and has played a major role in how we see ourselves as a nation and how we relate to the land and to each other. West Virginia lies at the heart of this region, and is the only state wholly included within its boundaries. As the rest of America has struggled to define Appalachia and the Appalachian experience, popular images of this enigmatic region have fallen for good and ill on the Mountain State.

Geographically, the Appalachian mountain system extends southwest from New York state to northern Alabama. It is a region of topographic variety, reaching from the lofty Blue Ridge Mountains in the east to the rugged Appalachian Plateaus of West Virginia and Kentucky to the west. In the middle lies a fertile ridge and valley district split by great river drainages such as the Shenandoah, the James, the New, and the Tennessee. From prehistoric times a diverse people of mixed races and cultures inhabited the region, drawn together by their common relationship to the land. During the colonial period the mountains served as a barrier to the expansion of European settlement to the west, and after the Revolutionary War a backcountry economy and society survived in more remote parts of the region long after the passing of the frontier. It was the survival of this backcountry society that eventually led urban Americans, struggling to find a national identity after the Civil War, to define Appalachia as a separate region inhabited by a distinct sub-culture. Writing for new national magazines such as Harper's

<FS>, <FI>Atlantic<FS>,<HH><SB>and <FI>Cosmopolitan<FS>, journalists<JU>  
 <BC>;SR<RE10,10><EL4><PM><BX27,30.6><QL><RE><MC><RM><EL8><IT5  
 .9,5.9><FB>Appalachia<FS><QL>I am Appalachia. In my veins<QL> Runs fierce  
 mountain pride; the hill-fed streams <QL>Of passion; and, stranger, you don't know  
 me!<QL>You've analyzed my every move <UN>\_<UN> you still<QL>Go away shaking  
 your head. I remain<QL>Enigmatic. How can you find rapport with me <UN>\_<UN>  
 <QL>You, who never stood in the bowels of hell,<QL>Never felt a mountain shake and  
 open its jaws<QL>To partake of human sacrifice?<QL>You, who never stood on a high  
 mountain, <QL>Watching the sun unwind its spiral rays;<QL>Who never searched the  
 glens for wild flowers,<QL>Never picked mayapples or black walnuts; never ran<QL>  
 Wildly through the woods in pure delight, <QL>Nor dangled your feet in a lazy creek?  
 <QL>You, who never danced to wild sweet notes,<QL>Outpouring of nimble-fingered  
 fiddlers;<QL>Who never just "sat a spell," on a porch,<QL>Chewing and whittling; or  
 hearing in pastime<QL>The deep-throated bay of chasing hounds <QL>And hunters  
 shouting with joy, "he's treed!"<QL>You, who never once carried a coffin<QL> To a  
 family plot high up on a ridge<QL>Because mountain folk know it's best to lie <QL>  
 Where breezes from the hills whisper, "you're home";<QL>You, who never saw from the  
 valley that graves on a hill<QL>Bring easement of pain to those below?<QL>I tell you,  
 stranger, hill folk know <QL>What life is all about; they don't need pills<QL>To  
 tranquilize the sorrow and joy of living.<QL>I am Appalachia: and, stranger,<QL>Though  
 you've studied me, you still don't know.<QL><UN>\_<UN>Muriel Miller Dressler  
 <QR><EL24>;TX<QL>traveled into the mountains in search of<SB>local color material  
 that might in<HH>terest<SB>ur<HH>ban middle-class readers. An overwhelm<HH>  
 ingly rural place conveniently close to eastern cities, the region provided a dramatic  
 landscape upon which to cast stories of violence and passion among a rustic people whose  
 lifestyle contrasted markedly with urban perceptions of the national experience. Eventually  
 these writers created a literary image<SB>of the mountains as a place inhab<HH>ited  
 <SB>by moonshiners, feudists, and other prim<HH>i<HH>tive folk.<EP>By the turn of  
 the 20th century the idea of Appalachia as ``a strange land inhabited by a peculiar people^^  
 had crystallized in the popular mind. More than just a mountain range, Appalachia had  
 become a distinct sub-region within America but somehow not of it. Implicit in the idea of  
 Appalachia was the assumption that geography had isolated the region from the historical  
 forces that shaped the rest of the modernizing nation. Appa<HH>la<HH>chia was a ``land  
 where time stood still.^^ Like a mammoth in ice, the mountains had preserved therein an  
 earlier stage of American civilization with all of its pastoral and savage qualities. For a nation  
 conscious of the progress of its history, Appalachia became a counterpoint to<JU><BC>  
 <EL380>contemporary definitions of the good life. If one valued modernization,  
 Appalachia was a problem, a region in need of development and uplift. If one questioned  
 modernity, the folk culture of Ap<HH>pa<HH>la<HH>chia was a treasure to be  
 preserved and protected from the surge of the main<HH>stream. The region itself became  
 an American symbol that could mean different things to different observers.<EP><SF10>  
 appalachia / appalachian bible college<EF>Ironically, at the same time that the idea of  
 Appalachia was becoming part of the national consciousness, the region itself was  
 undergoing the same process of economic change that was sweeping the rest of the country.  
 The arrival of railroads, coal mines, and logging operations propelled mountaineers, like  
 other Americans, into the machine age, expanding opportunities for public employment and  
 integrating mountain communities into the consumer culture. Like other Americans,  
 mountaineers struggled to maintain traditional values in the new order, but because of

popular stereotypes, Appalachian resistance to industrial "progress" was often portrayed as backwardness or a cultural propensity for violence. Unlike other parts of the nation, the process of transformation left the region sucked of its wealth of natural resources and many of its people undereducated and dependent. The collapse of the new industrial order in the 1920s, during a regional depression following the hard times awaiting the nation in the next decade, left much of Appalachia impoverished. Thousands of families returned to the land and to traditional patterns of life. Appalachia's poverty, however, was not the result of its geography or culture but of the process of development itself. After World War II, socio-economic conditions in the mountains continued to define Appalachia as part of the "other America." When millions of mountain migrants fled to the cities in search of jobs, they joined a growing population of inner-city Americans who were bypassed by the arrival of the affluent society of the 1950s. Following the victory of John Kennedy in the 1960 West Virginia presidential primary, a swarm of journalists descended upon the region to document its economic distress. Once again Appalachia was discovered as a place outside the current of American progress, and President Kennedy promised to do something to assist the mountain poor. An image of Appalachia as a place in need reinforced older images of the mountains as a land of violence and folk culture, and a spate of new government and private programs sought to assimilate the region into the mainstream. Appalachia became an important battleground in the War on Poverty, and because it was at the heart of the region, West Virginia received millions of dollars of federal support. The rediscovery of Appalachian poverty and the creation of the Appalachian Regional Commission to coordinate development also stirred the growth of regional identity within the mountains and a renaissance of interest in Appalachian culture, literature, and heritage. Today the folk arts, music, and crafts provide pride, continuity, and connection for a people and a region swept up in rapid change. For the nation, Appalachia continues to serve as a symbol of our continuing efforts to define America and to search for the good life in an ever-changing world.

See also Appalachian Mountains, Appalachian Regional Commission; Ronald D. Eller; University of Kentucky; Ronald D. Eller, *Miners, Millhands and Mountaineers: The Industrialization of the Appalachian South, 1880-1930*, 1982; Henry Shapiro, *Appalachia on our Mind: The Southern Mountains and Mountaineers in the American Consciousness*, 1978; John Alexander Williams, *Appalachia: A History*, 2002.

Appalachian Basin

Long before our mountains were formed, the Appalachian geosyncline existed as a low-lying basin, mostly to entirely covered by a shallow sea. This continued throughout the Paleozoic Era, from about 570 million to 240 million years ago. The basin continued to subside through that tremendously long stretch of time, and to receive sediment from adjacent lands to the west and east. The lands to the east were the dominant source of sediment to the subsiding basin (geosyncline), as those lands were being intermittently raised by continental collisions between the North American and European-African plates; this uplifting accelerated erosion. With time and the tremendous pressures of burial and later mountain building, the thousands of feet of sediment became rock, containing the great mineral wealth of today's Appalachia.

The size of the Appalachian geosyncline fluctuated somewhat during the 330 million years of its existence, but generally it ranged from what is now New York in the north to Georgia and Alabama in the south. The Appalachian Basin encompasses much of present Pennsylvania and Maryland, all of West Virginia, and parts of Ohio, Virginia, Kentucky, and Tennessee. The geologic strata that occur in that area were

deposited as sediments of mud, sand, silt, lime muds, and peat that today are sedimentary rocks such as sandstone, siltstone, shale, limestone, and coal beds. The sedimentary rocks deposited in that widespread, long-enduring basin contain considerable mineral deposits and fossil fuel deposits. The term "Appalachian Basin" is commonly used among fossil fuel prospectors and developers to refer to the portion of that ancient sedimentary basin that now contains those fossil fuels and other minerals such as salt and salt brines. Other sedimentary basins occur in other parts of the United States and around the world, and are the sources of the world's fossil fuel supplies, along with other important mineral resources. The mineral resources of the Appalachian Basin were recognized early in the region's settlement history, and in fact were used to some extent by the native tribes. Natural occurrences of saltwater springs and seeps were used by Indians and early European settlers alike, and natural oil and gas seeps were recorded by early explorers. Coal was dug and used locally by blacksmiths and others before commercial mines were opened. The Appalachian Basin resources began to be developed in earnest in the mid- and late-1800s and fueled the Industrial Revolution in the United States with oil, gas, and coal deposits, including the high-quality coals needed for production of steel. In West Virginia, the Appalachian Basin produces natural gas, oil, and coal. In 2002, West Virginia was the nation's second-leading coal producer. The commercial coal beds occur only in strata deposited during the Pennsylvanian Period of geologic time, while oil and gas deposits are found in strata from throughout the Paleozoic Era. The large chemical industry of the Kanawha Valley at and near Charleston originated with development of the natural salt brine deposits.

See also Geology; Ron Mullenex; Bluefield; GR Raymond E. Janssen, Earth Science: A Handbook on the Geology of West Virginia, 1973; Appalachian Bible College; TX Originally named Appalachian Bible Institute, this nondenominational, independent Christian college was established in 1950 by Rev. Robert Guelich, pastor and founder of Independent Baptist Church of Pettus, Raleigh County, and Rev. Lester E. Pipkin. The 120-acre campus sits at the junction of State Route 16 and U.S. 19, near Beckley in the community of Bradley. Eleven major buildings compose the campus, including a combined chapel and music hall, administration-library-dining complex, women's dormitory, men's dormitory, classroom building, and gymnasium-conference center. The school first took impetus in the late 1940s, when Guelich and a deacon in his church, John R. Price, saw the need for a Bible school in southern West Virginia. At the time, students in Guelich's church who wanted to take Bible classes had to travel 135 miles over mountainous roads to attend a Bible institute near Pikeville, Kentucky. Guelich persuaded Rev. Pipkin, who lived in Minnesota, to relocate to West Virginia to help with the proposed school. They converted a vacant two-story building in the Boone County town of Sylvester into a dormitory, dining hall, and office, and furnished it with war surplus materials. Classrooms were set up in the basement of Guelich's church in Pettus, four miles away. On September 5, 1950, the Appalachian Bible Institute opened with an enrollment of seven students. Pipkin served as the first president of what the students named "the longest campus in the world." At the outset, the school's board of directors adopted principles that have guided its growth. The independent school's curriculum would emphasize Bible study and prepare students to serve in church-related ministries. The school would be frugal and support its mission with help from churches and individual Christians. During the early years, Pettus Independent Baptist Church paid most of the school's expenses, and transported

students in the church bus from classrooms to the dormitory. In 1953, the institute graduated six students in its first class. The school continued to attract students<JU>

### Sample Title/Topic/Author Data

*This sample includes 40 of 2,214 titles.*

Title	Subject	Author Last Name	Author First Name
"Billy Richardson's Last Ride"	Folklife	McGee	Jim
"Country Roads"	Music	Young, III	H.G.
"Hardy, John"	Black History / Biographies / Music	Young, III	H.G.
"Life in the Iron Mills"	Literature	Willis	Meredith Sue
"Salt Pork, West Virginia"	Music	Archer	William R.
"This Land is Home to Me"	Religion	Pyne	Tricia
"West Virginia: A Guide to the Mountain State"	Literature	Thomas	Jerry Bruce
"Wreck on the C&O"	Folklife / Music	Young, III	H.G.
201st Field Artillery-Infantry	History	Bailey	Kenneth R.
4-H Movement	Associations	Meador	Michael M.
Abolitionism	History	Keeney	C. Belmont
Adams, Patch	Biographies	Adams	Nancy Ray
Adena	Prehistory	Fenton	James P.
Aegerter, Walter	Biographies /photographer	Sutton	David
African Methodist Episcopal Church	Black History / Religion	Rice	Connie Park
African Zion Baptist Church	Black History / Religion	Jeter	Garrett C.
African-American Coal Miners	Black History / Labor History	Trotter, Jr.	Joe William
African-American Education	Black History / Education	Bickley	Ancella R.
African-American Heritage	Black History / History	Trotter, Jr.	Joe William
Agriculture	Agriculture	Sperow	Charles
Agriculture, Department of	Agriculture	Adams	Nancy Ray
Air National Guard	Military	Smith	Jack H.
Akro Agate Company	Industry	Six	Dean
Alderson Baptist Academy	Religion / Education	STAFF	See also
Alderson Federal Prison Camp	Crime & Punishment	Trail	Stephen D.
Alderson-Broadus College	Education	Smucker	Kim
Allegheny Front	Geography	Adkins	Howard G.
Allegheny Lodge	Recreation	Brown	Leona Gwinn
Allegheny Mountain, Battle of	History	Geiger	Joe
Allegheny Mountains	Geography	Adkins	Howard G.
Allegheny Plateau	Geography	Adkins	Howard G.
Allegheny Trail	Nature	Adkins	Leonard M.
Allegheny Woodrat	Nature	Arnold	Amy Donaldson
Allen, Walter	Labor History	Savage	Lon
Allied Artists of West Virginia	Fine Arts	Smith - Staff	Judie
Alpha Psi Omega	Associations	Lough	JoAnn
Alpine Lake	Geography	Adams	Nancy Ray
Ambler, Charles Henry	Biographies	Rice	Otis K.
American Electric Power	Utilities	Casto	James E.

**Cost Bid Proposal: West Virginia Encyclopedia Online**

Please complete this sheet and include it in Part F (See Section 1.9) of your response. The Project Requirements section summarizes your full cost bid for all requirements to be completed and fully operational by the conclusion of the Development Cycle. Please provide a bid price for each option, based on your proposed solution described in Section C of your response. You may attach additional cost breakdowns if you wish.

<u>Project Component</u>	<u>Bid Price</u>
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<b>Project Requirements (Section 3.2)</b>	
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**Project Options (Section 3.3)**

Option 1: Additional Indexing Functionality	
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Option 2: Additional Subscriber Functionality	
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a. Forum Connect	
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b. Community Connect	
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Option 3: Additional Automated Display Functionality	
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a. Today's Weather in History	
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b. Interactive Time Lines	
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Option 4: Interactive Mapping	
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Option 5: Integration with External Libraries and Sources	
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Option 6: Additional CMS Functionality	
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Please confirm by signature that the above amounts represent the official bid of your company in conjunction with your response to the WVHC Request for Proposal.

Name of Authorized Individual: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_