



**State of West Virginia
Agency Request for Proposals
Service - Misc**

Proc Folder: 1537675			Reason for Modification:		
Doc Description: Jumpstart Savings Program Recordkeeper			Addendum #01 - Vendor Questions		
Proc Type: Agency Contract - Fixed Amt					
Date Issued	Solicitation Closes	Solicitation No		Version	Phase
2024-10-23	2024-11-08 14:30	ARFP 1300 STO2500000001		2	Final

BID RECEIVING LOCATION

WEST VIRGINIA STATE TREASURERS OFFICE
322 70TH ST SE
CHARLESTON WV 25304
US

VENDOR

Vendor Customer Code:
Vendor Name :
Address :
Street :
City :
State : **Country :** **Zip :**
Principal Contact :
Vendor Contact Phone: **Extension:**

FOR INFORMATION CONTACT THE BUYER
Alberta Kincaid
(304) 341-0723
alberta.kincaid@wvsto.gov

Vendor Signature X **FEIN#** **DATE**

All offers subject to all terms and conditions contained in this solicitation

INVOICE TO	SHIP TO
WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE CHARLESTON WV 25304 US	WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE CHARLESTON WV 25304 US

Line	Comm Ln Desc	Qty	Unit of Measure	Unit Price	Total Price
1	Management and Business Professionals and Administrative Ser				

Comm Code	Manufacturer	Specification	Model #
80000000			

Extended Description:

WV State Treasurer's Office Jumpstart Savings Program Recordkeeper - See attached Specifications

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Question Due by 4:00pm EST	2024-10-21

	Document Phase	Document Description	Page
STO250000001	Final	Jumpstart Savings Program Recordkeeper	3

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: ARFP STO2500000001
Addendum Number: 01

The purpose of this addendum is to modify the solicitation identified as ARFP STO2500000001 (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ADDENDUM #01
SOLICITATION# ARFP STO250000001
Jumpstart Program Recordkeeper

Question 1: Can you confirm that the bid is truly a contract once the award is signed by the state, meaning that none of the terms of the agreement are negotiable? If so, how should we handle any exceptions we might have?

Answer 1: The signed bid does become the contract; however, there may be an opportunity to negotiate certain terms of the agreement prior to final signature. If the potential vendor has exceptions, they should provide a written record of these exceptions as part of their bid response for further discussion.

Question 2: For your consideration, in order for us (and other bidders, I would assume) to put forward the most compelling bid possible, it would be helpful to have an extension in the RFP submission deadline. Is this something you would consider?

Answer 2: The bid due date will be changed to reflect the date and time of November 8, 2024, at 2:30pm EST.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: ARFP STO250000001

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Company

Authorized Signature

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.