

# SOLICITATION NUMBER: ARFQ STO2500000007

## Addendum Number: 1

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The purpose of this addendum is to modify the solicitation identified as ARFQ STO25\*007 (“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 (Attach Purchasing Affidavit)

### 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 ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: ARFQ STO25000007**

**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.

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Company

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Authorized Signature

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Date

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

**Attachment 1 Vendor Questions**  
**ARFQ STO25\*007 - Actuarial Services for Unclaimed Property**

**Question 1**

Who were the vendor (or vendors) that conducted the actuarial analyses for 2017 and 2021?

**Answer 1:**

2017 – Sherman Actuarial Services LLC

2021 – Madison Consulting Group Inc

**Question 2**

What were the rates, budget and/or hours billed for the prior analyses?

**Answer 2:**

2017 – \$20,000 / year for final report + \$4,000 / other fees + additional \$250 per hour

2021 - \$7,500 / year for final report + additional \$250 per hour

**Question 3**

Has there been any interim actuarial analyses for Unclaimed Property since the 2021 analysis?

**Answer 3:**

No.

**Question 4**

Are the prior consultant(s) anticipated to be responding to this RFP?

**Answer 4:**

Unknown.

**Question 5**

How does the state of West Virginia determine that a business is woman-owned or minority-owned? Does the state of West Virginia accept MWBE certifications such as 8(a), DBE, and MBE from other jurisdictions?

**Answer 5:**

Additional information on this process may be found here: [West Virginia Purchasing Division](#).

### **Question 6**

Do special considerations apply to M/WBE firms (staffed by experienced actuaries)?

#### **Answer 6:**

Additional information on this process may be found here: [West Virginia Purchasing Division](#).

### **Question 7**

Is there a specific M/WBE target for this project?

#### **Answer 7:**

Additional information on this process may be found here: [West Virginia Purchasing Division](#). There is not specific target for this project.

### **Question 8**

The RFP states that “All records are maintained in a web based unclaimed property system...the system has a reporting module that runs business intelligence reports (Jasper) and reports can be customized...” Will the contracted Vendor have direct access to this system, or will reports need to be requested through the STO?

#### **Answer 8:**

The reports will be requested through the STO.