



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at wvOASIS.gov. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at WVPurchasing.gov with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header 4

List View

General Information | Contact | Default Values | Discount | Document Information | Clarification Request

Procurement Folder: 1822130

Procurement Type: Central Master Agreement

Vendor ID: 000000179664

Legal Name: CUSTOM DATA PROCESSING INC

Alias/DBA:

Total Bid: \$0.00

Response Date: 12/17/2025

Response Time: 11:07

Responded By User ID: kelly.pralle

First Name: Kelly

Last Name: Pralle

Email: kelly.pralle@cdpehs.com

Phone: 630-972-6337

SO Doc Code: CRFQ

SO Dept: 1400

SO Doc ID: AGR2600000022

Published Date: 12/10/25

Close Date: 12/17/25

Close Time: 13:30

Status: Closed

Solicitation Description: Banking Services for Clearing of Farmers Market

Total of Header Attachments: 4

Total of All Attachments: 4



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**State of West Virginia
 Solicitation Response**

Proc Folder:	1822130	
Solicitation Description:	Banking Services for Clearing of Farmers Market	
Proc Type:	Central Master Agreement	
Solicitation Closes	Solicitation Response	Version
2025-12-17 13:30	SR 1400 ESR12172500000003574	1

VENDOR
000000179664 CUSTOM DATA PROCESSING INC

Solicitation Number: CRFQ 1400 AGR2600000022
Total Bid: 0 **Response Date:** 2025-12-17 **Response Time:** 11:07:47
Comments:

FOR INFORMATION CONTACT THE BUYER
 Larry D McDonnell
 304-558-2063
 larry.d.mcdonnell@wv.gov

Vendor Signature X	FEIN#	DATE
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All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Banking SVCS for Program	0.00000	LS	1.000000	0.00

Comm Code	Manufacturer	Specification	Model #
93141901			

Commodity Line Comments: Please see attachments for CDP Bid Response including Pricing Sheet.

Extended Description:

See attached specification and associated documentation for further details.

Description of Service	Unit of Measure	Unit Cost	Estimated Yearly Quantity	Extended Total
3.1.1 Year 1 Pricing - Initial Implementation of the Internet based bank Fee solution for SFMNP	Implementation	7250	1	\$ 7,250.00
3.1.1 Year 1 Pricing - SFMNP Monthly Operation and/or Program Fee-(6 months -June-Nov)	Monthly	2250	6	\$ 13,500.00
3.1.2 Year 1 - Coupon Redemption and banking fees	Per Food Instruments	0.054		\$ -
3.1.2.6 Cost for perparing and providing the 1099-K forms for the Farmers		0		\$ -
3.1.1 Year 2 Pricing - Seasonal set-up	Annual	7250	1	\$ 7,250.00
3.1.1 Year 2 Pricing - SFMNP Monthly Operation and/or Program Fee-(6 months -June-Nov)	Monthly	2250	6	\$ 13,500.00
3.1.2 Year 2 - Coupon Redemption and banking fees	Per Food Instruments	0.054		\$ -
3.1.2.6 Cost for perparing and providing the 1099-K forms for the Farmers		0		\$ -
3.1.1 Year 3 Pricing - Seasonal set-up	Annual	7250	1	\$ 7,250.00
3.1.1 Year 3 Pricing - SFMNP Monthly Operation and/or Program Fee-(6 months -June-Nov)	Monthly	2250	6	\$ 13,500.00
3.1.2 Year 3 - Coupon Redemption and banking fees	Per Food Instruments	0.054		\$ -
3.1.2.6 Cost for perparing and providing the 1099-K forms for the Farmers		0		\$ -
3.1.1 Year 4 Pricing - Seasonal set-up	Annual	7250	1	\$ 7,250.00
3.1.1 Year 4 Pricing - SFMNP Monthly Operation and/or Program Fee-(6 months -June-Nov)	Monthly	2250	6	\$ 13,500.00
3.1.2 Year 4 - Coupon Redemption and banking fees	Per Food Instruments	0.054		\$ -
3.1.2.6 Cost for perparing and providing the 1099-K forms for the Farmers		0		\$ -
Overall Total				\$ 83,000.00

Vendor Name: Custom Data Processing, Inc.

Signature:  6AFE605E48D6422...

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) Scott Pralle, Chief Operating Officer

(Address) 1408 Joliet Road, Romeoville, IL 60446

(Phone Number) / (Fax Number) (800) 888-6035

(email address) scotta.pralle@cdpehs.com

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through *wvOASIS*, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

Custom Data Processing, Inc. _____

(Company) DocuSigned by:
Scott Pralle

(Signature of Authorized Representative) _____

Scott Pralle, Chief Operating Officer

(Printed Name and Title of Authorized Representative) (Date) _____

(800) 888-6035

(Phone Number) (Fax Number) _____

scotta.pralle@cdpehs.com

(Email Address) _____



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
Centralized Request for Quote
Financial

Proc Folder: 1822130			Reason for Modification:
Doc Description: Banking Services for Clearing of Farmers Market			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2025-12-02	2025-12-17 13:30	CRFQ 1400 AGR2600000022	1

BID RECEIVING LOCATION


BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Customer Code:
Vendor Name : Custom Data Processing, Inc.
Address : 1408
Street : Joliet Road
City : Romeoville
State : Illinois **Country :** United States **Zip :** 60446
Principal Contact : Scott Pralle
Vendor Contact Phone: (800) 888-6035 **Extension:**

FOR INFORMATION CONTACT THE BUYER

Larry D McDonnell
 304-558-2063
 larry.d.mcdonnell@wv.gov

DocuSigned by:

 6AFE605E48D6422...

Vendor Signature X

FEIN# 36-3022123

DATE 12/15/2025

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

ADDITIONAL INFORMATION

The West Virginia Purchasing Division for the agency, West Virginia Department of Agriculture, Business Development Division , is soliciting bids to establish an open-end contract to host and support an internet-based, bank-free solution (such as an internet portal) for redeeming of senior farmers' market nutrition program food instruments per the attached documentation.

READ ALL TERMS AND CONDITIONS AND SPECIFICATIONS IN ITS ENTIREITY - SEE ATTACHED FILE NAMED: CRFQ AGR26*22 - SOLICITATION DOCUMENTATION

****Questions regarding the solicitation must be submitted in writing to Larry.D.McDonnell@wv.gov prior to the question period deadline****

INVOICE TO		SHIP TO	
AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES 1900 KANAWHA BLVD E CHARLESTON WV US		AGRICULTURE DEPARTMENT OF MARKETING & DEVELOPMENT 217 GUS R DOUGLAS LN, BLDG 2 RM 200 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Banking SVCS for Program	0.00000	LS		

Comm Code	Manufacturer	Specification	Model #
93141901			

Extended Description:
 See attached specification and associated documentation for further details.

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Vendor questions due by 2:00PM EST/EDT	2025-12-10

DocuSign Envelope ID: 4922DF35-BF95-45BF-97E2-FC11ECE05D57			
	Document Phase	Document Description	Page
AGR260000022	Final	Banking Services for Clearing of Farmers Market	3

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

REQUEST FOR QUOTATION
Banking Services for Clearing of Farmers Market
CRFQ AGR26*22

SPECIFICATIONS

- 1. PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the WV Department of Agriculture, Business Development Division (hereinafter, the “Agency”) to establish an open-end contract to host and support an Internet based, bank-free solution (such as an Internet portal) for redeeming of Senior Farmers’ Market Nutrition Program Food Instruments/Benefits. This solution must allow for scanning of the QR code with a smart device or the manual entry of the voucher serial number either at the time of the purchase or later depending on Internet connectivity.

The Senior Farmers Market Nutrition Program is a federally funded nutrition program administered by the US Department of Agriculture (USDA). The Agency administers this program, known as the West Virginia Senior Farmers’ Market Nutrition Program, which provides Food Instruments/Benefits to eligible senior citizens who meet age and income guidelines. The federal program requires the Agency to acquire the services of a banking institution to act as a clearinghouse for the Food Instruments/Benefits issued to eligible participants. The program currently serves approximately 17,800 participants per year.

Food Instruments (FIs)/Benefits for this program are provided by the Agency and surrendered by the participant to the farmer. The farmer will utilize the Internet based, bank-free solution to redeem the vouchers either by the scanning of the QR code with a smart device or the manual entry of the voucher serial number at the time of the purchase, or later depending on Internet connectivity. Approximately 89,000 ten-dollar (\$10.00) coupons are distributed to eligible participants with unique voucher numbers and QR codes via county Senior Centers, who then use them to buy produce from local, authorized farmers, to the aggregate amount of approximately \$890,000.00. These figures are contingent upon the amount of funding awarded annually from the USDA to the WV Department of Agriculture. WV Department of Agriculture reserves the right to change the number of coupons/vouchers and the face value, as well as the overall dollar amount of anticipated transactions.

During the life of this contract, the Agency contact person will be the Assistant Director of Programs in the Business Development Division of Agriculture.

- 2. DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
 - 2.1 “Contract Services”** means the Internet based, bank-free solution required to redeem the Agency’s Senior Farmer’s Market Nutrition Program Food Instruments/Benefits, or coupons/vouchers, as identified in Section 3.1 below.
 - 2.2 Food Instruments”, or “FI”** means the coupon, or voucher, with a specific serial number and QR code, produced and issued by the Agency to eligible participants, used by eligible participants at qualified farmers, and then processed by the Contract

REQUEST FOR QUOTATION
Banking Services for Clearing of Farmers Market
CRFQ AGR26*22

Services provided by the Vendor. Food Instruments provided under this Contract must meet all USDA requirements.

2.3 “Pricing Pages” means the schedule of prices, estimated order quantity, and totals contained in wvOASIS or attached hereto as Exhibit A, and used to evaluate the Solicitation responses.

2.4 “RFQ” means the official request for quotation published by the Purchasing Division and identified as

2.5 “SFMNP” means Senior Farmer’s Market Nutrition Program

2.6 “Solicitation” means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

3. GENERAL REQUIREMENTS:

3.1 Contract Items and Mandatory Requirements: Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.

3.1.1 Internet Based, Bank-Free FI Solution

3.1.1.1 Vendor must host and support an Internet based, bank-free solution for redeeming SFMNP benefits. This solution must allow for scanning of the QR code with a smart device or the manual entry of the voucher serial number at the time of the purchase, or later depending on Internet connectivity. Vendor must provide services for Data File Transmittal. The Vendor must provide a secure online portal FTP (File Transfer Protocol) site to access and transfer data and electronic reports to the Agency. All FIs will be settled weekly via a wire transfer or ACH (Automated Clearing House) Payment. All prices must to include vendor supplied forms, postage, supplies, and equipment as required to meet the specifications.

3.1.1.2 Vendor must provide services for the Use of Tested State-of-the Art Techniques, meaning that all technology used to provide services must be tested technology.

3.1.1.3 Vendor must set up and maintain a Help Desk for farmers and participants for the Internet based, bank-free solution.

3.1.1.4 Vendor must provide and deliver a file of unique voucher numbers and QR codes prior to May of each year.

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Banking Services for Clearing of Farmers Market
CRFQ AGR26*22

3.1.1.5 Vendor must provide the Agency virtual training, as well as a set of written instructions to navigate the solution.

3.1.2 Banking Services – Redeeming SFMNP Food Instruments.

3.1.2.1 The Vendor shall host and support an Internet based, bank-free solution for processing SFMNP Food Instruments/Benefits transactions, including weekly settlement via a wire transfer from a dedicated funding account, and meet the following requirements, at a minimum. This solution must provide the capability to allow for scanning of the QR code with a smart device or the manual entry of the voucher serial number at the time of the purchase, or later depending on Internet connectivity.

3.1.2.2 The vendor will execute an Agreement with the farmer for use of the Internet based, bank-free solution, to include the authorization to accept wire transfers weekly. Banking information will be collected and imported by the vendor to support wire transfers to the farmers.

3.1.2.3 The Vendor shall accept electronic wire transfer services for transferring funds to the funding account. West Virginia State Treasurer's Office will wire required funding to the bank presentment account as needed.

3.1.2.4 The Vendor shall notify via an Internet based, bank-free solution the purchase and rejection info to the farmer weekly.

3.1.2.5 All Senior Farmers Market Nutrition Program (SFMNP) Food Instruments (FI) will be preprinted (not client specific) with a redemption value by the Agency. Monthly service charges for the redemption of the SFMNP must be identified on a monthly invoice. Agency account shall not be debited for any fees. All fees incurred in a month will be clearly itemized on a monthly invoice.

3.1.2.6 The vendor shall prepare and submit to each farmer the year-end 1099-K as required by federal law.

3.1.2.7 The Agency requires the zero-balance bank account be maintained for the weekly FI clearing activity. The account can be prefunded but will not carry a balance between seasons. An appropriate balance can be maintained as long as anticipated clearing amount are provided in a timely manner

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Banking Services for Clearing of Farmers Market
CRFQ AGR26*22

3.1.2.8 The Internet based, bank-free solution will only permit the clearing of FIs within the series of voucher numbers and QR codes for each annual batch as ordered under 3.1.1.4 above.

3.1.2.9 The Agency must have a weekly report showing pending redemptions through the funding account. This report can be provided through an online portal or via email. Should funding account have insufficient funds to clear pending redemptions, Agency will process wire transfer payment to fund the account.

4. CONTRACT AWARD:

4.1 Contract Award: The Contract is intended to provide Agencies with a purchase price on all Contract Items. The Contract shall be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

4.2 Pricing Pages: Vendor should complete the Exhibit A - Pricing Pages by providing a unit cost bid for the items (on the Pricing Page) and then multiply the bid Unit Cost by the Estimated Yearly Quantity to calculate the Extended Total. Vendor will enter the Overall Total listed on Exhibit A - Pricing Pages on commodity line 1. Vendor should complete the Pricing Pages in their entirety as failure to do so may result in Vendor's bids being disqualified.

The Pricing Pages contain a list of the Contract Items and estimated purchase volume. The estimated purchase volume for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

Vendor should electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document.

5. ORDERING AND PAYMENT:

5.1 Ordering: Vendor shall accept orders through wvOASIS, regular mail, facsimile, e-mail, or any other written form of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor has the ability to accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.

5.2 Payment: Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

REQUEST FOR QUOTATION
Banking Services for Clearing of Farmers Market
CRFQ AGR26*22

6. DELIVERY AND RETURN:

6.1 Delivery Time: Vendor shall deliver standard orders within 20 working days after orders are received. Vendor shall deliver emergency orders within 10 working day(s) after orders are received. Vendor shall ship all orders in accordance with the above schedule and shall not hold orders until a minimum delivery quantity is met.

6.2 Late Delivery: The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division.

6.3 Delivery Payment/Risk of Loss: Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.

6.4 Return of Unacceptable Items: If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, of the items returned at the Agency's discretion.

7. VENDOR DEFAULT:

7.1 The following shall be considered a vendor default under this Contract.

7.1.1 Failure to provide Contract Items in accordance with the requirements contained herein.

7.1.2 Failure to comply with other specifications and requirements contained herein.

7.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

REQUEST FOR QUOTATION
Banking Services for Clearing of Farmers Market
CRFQ AGR26*22

7.1.4 Failure to remedy deficient performance upon request.

7.2 The following remedies shall be available to Agency upon default.

7.2.1 Immediate cancellation of the Contract.

7.2.2 Immediate cancellation of one or more release orders issued under this Contract.

7.2.3 Any other remedies available in law or equity.

8. MISCELLANEOUS:

8.1 No Substitutions: Vendor shall supply only Contract Items submitted in response to the Solicitation unless a contract modification is approved in accordance with the provisions contained in this Contract.

8.2 Vendor Supply: Vendor must carry sufficient inventory of the Contract Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Contract Items contained in its bid response.

8.3 Reports: Vendor shall provide quarterly reports and annual summaries to the Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.

8.4 Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager:	Scott Pralle
Telephone Number:	(800) 888-6035
Fax Number:	
Email Address:	scotta.pralle@cdpehs.com