

Exhibit A - Pricing Page

15 % of base salary upon successful hire  
\$140,000 Salary amount is for evaluation purpose only  
21,000 \* TOTAL BID AMOUNT  
\* Total bid amount is the Salary amount x the %  
example: \$140,000 x 0.25% = \$35000.00 - total bid amount

Company Name:

Saunders Staffing, Inc

Company Address:

400 North St  
Bluefield WV 24701

Person Authorized to  
Submit Vendor Response  
(Print Name):

Connie Saunders

Phone Number:

304-325-3273

Email Address:

saundersem@saundersstaffing.net

Fax:

304 325 6817

Authorized Signature:

Connie Saunders

RECEIVED

2018 JAN -8 AM 10:14

WV PURCHASING  
DIVISION



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

State of West Virginia  
 Request for Quotation  
 33 - Service - Misc

Proc Folder: 403606

Doc Description: Addendum 1 - Actuarial Staffing Search

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2018-01-05	2018-01-10 13:30:00	CRFQ 0203 CPR1800000002	2

**BID RECEIVING LOCATION**

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

**VENDOR**

Vendor Name, Address and Telephone Number:

*Baunders Staffing, Inc*  
*PO Box 4211*  
*Plumfield WV 24701 304325 3273 #1007*

**FOR INFORMATION CONTACT THE BUYER**

Linda B Harper  
 (304) 558-0468  
 linda.b.harper@wv.gov

Signature X

*Linda B Harper* FEIN # *650688283*

DATE *1/5/18*

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

**ADDITIONAL INFORMATION:**

Addendum 1 issued for the following reasons:

1. To publish a copy of vendor questions with responses.

No other changes.

INVOICE TO		SHIP TO	
CONSOLIDATED PUBLIC RETIREMENT 4101 MACCORKLE AVE SE  CHARLESTON WV25304  US		CONSOLIDATED PUBLIC RETIREMENT 4101 MACCORKLE AVE SE  CHARLESTON WV 25304  US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Total bid amount after discount percent per Exhibit A	1.00000	LS	15%	24,000

Comm Code	Manufacturer	Specification	Model #
93141802			

**Extended Description :**

Vendors should attach Exhibit A Pricing page when submitting electronically

**SCHEDULE OF EVENTS**

Line	Event	Event Date
1	Question Deadline 4:00 p.m.	2018-01-03

**SOLICITATION NUMBER: CPR1800000002**  
**Addendum Number: 1**

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The purpose of this addendum is to modify the solicitation identified as (“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

**Description of Modification to Solicitation:**

Addendum 1 issued for the following reasons:

1. To publish a copy of vendor questions with responses.

No other changes.

**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

**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.

# ATTACHMENT A

CPR1800000002 – Actuarial Staffing Services

Vendor Questions

Q.1. Do you know what actuarial disciplines in which you're going to be looking for actuaries this year? Pensions, Life, Health, Property and Casualty?

A.1. Pensions

Q.2. Do you know what level? Entry level, experienced analyst, experienced actuary?

A.2. See Section 3.1.2 of the specifications.

Q.3. You're looking to find out what our terms are? What our percentage fees are and guarantee period and so forth? Is there anything else you're looking for from us besides our terms?

A.3. The agency need is listed within the solicitation documents. Please read all solicitation documents included within the publication, i.e. GENERAL TERMS AND CONDITIONS, INSTRUCTIONS TO VENDORS SUBMITTING BIDS, and the SPECIFICATIONS which explains the agency's need. This is a **Request for Quotation (RFQ)** which is a "A document, containing the specifications or scope of work and all contractual terms and conditions, which is used to solicit written bids. Conformity to specifications and price are the only factors used in the evaluation process."

Mandatory and non-mandatory terms are listed throughout the solicitation documents.

**Mandatory Terms** - All terms and conditions in the written specification which are absolute and the compliance with cannot be waived. Failure to comply with mandatory terms shall require the vendor to be disqualified. Mandatory terms are indicated by the use of the terms *shall, will or must*.

**Non-Mandatory Terms** - All terms and conditions in the written specification which are not absolute. Non-mandatory terms are indicated by the use of the terms *may, should, preferred or could*, and are understood to be permissive and shall not be used to disqualify any vendor.

Vendors must read all documents and follow mandatory and non-mandatory terms related to RFQ.

Q.4. This paragraph references CPRB is seeking to employ a full-time actuary. Is there an immediate opening to fill?

A.4. Yes

Q.5. Section 3.1.3 Please describe the interview process, specifically will there be an on-site, in person interview required? Or, will a Skype or video conference style interview be acceptable? We need to know this so we can anticipate any travel costs associated with interviews in order to incorporate that into the all-inclusive fee.

**A.5. Resumes will be reviewed and individuals will be interviewed by phone initially. After the telephone interview, a decision will be made to pursue an in-person interview. At that point, it would be an on-site, in person interview. No video conference interviews.**

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CPR180000002**

**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 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.

Saunders Staffing, Inc  
Company  
Conne Saunders  
Authorized Signature  
1/5/18  
Date

**NOTE:** This addendum acknowledgement should be submitted with the bid to expedite document processing.  
Revised 6/8/2012