



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

Request for Quotation

RFQ NUMBER
CPR10000

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
**KRISTA FERRELL
 304-558-2596**

RFQ COPY

TYPE NAME/ADDRESS HERE

MOORE WALLACE AGENCY RECORDS - AN RR Donnelley Co
101 CARRIAGE Pt. Suite 307
Herrieville, WV 25526

CONSOLIDATED PUBLIC RETIREMENT BOARD
 BUILDING 5, ROOM 1000
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0720 558-3570

DATE PRINTED 04/14/2009	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
BID OPENING DATE: 05/05/2009		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UQP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	YR		966-52		
PUBLICATIONS (30 PAGES OR MORE), PRINTING OF (FOUR C REQUEST FOR QUOTATION (RFQ) THE WEST VIRGINIA STATE PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA CONSOLIDATED RETIREMENT BOARD, IS SOLICITING BIDS TO PROVIDE THE AGENCY WITH PRINTING AND MAILING SERVICES FOR THEIR 1099 FORMS PER THE ATTACHED SPECIFICATIONS. TECHNICAL QUESTIONS CONCERNING THIS SOLICITATION MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WEST VIRGINIA STATE PURCHASING DIVISION VIA FAX AT 304-558-4115 OR VIA EMAIL AT KRISTA.FERRELL@WV.GOV. DEADLINE FOR ALL TECHNICAL QUESTIONS IS APRIL 28, 2009 AT THE CLOSE OF BUSINESS. ALL TECHNICAL QUESTIONS RECEIVED, IF ANY, WILL BE ANSWERED BY ADDENDUM AFTER THE DEADLINE HAS LAPSED. QUESTIONS CONCERNING THE ACTUAL PROCESS BY WHICH A VENDOR MAY SUBMIT A BID TO THE STATE OF WEST VIRGINIA ARE NOT CONSIDERED TO BE TECHNICAL QUESTIONS AND MAY BE SUBMITTED AT ANY TIME PRIOR TO THE BID OPENING AND IN ANY FORMAT. EXHIBIT 10						SEE PAGE 8
REQUISITION NO.:						RECEIVED 2009 MAY 12 PM 1:04 WV PURCHASING DIVISION

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *[Signature]* TELEPHONE: **304-757-6673** DATE: **5/11/09**

TITLE: FEIN: ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including--without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this Contract may be deemed null and void, and terminated without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in case of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130



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

Request for Quotation

BFO NUMBER
CPR10000

PAGE
2

ADDRESS CORRESPONDENCE TO ATTENTION OF
**KRISTA FERRELL
 304-558-2596**

RFQ COPY
TYPE NAME/ADDRESS HERE

V
E
N
D
O
R

S
U
P
P
L
I
E
R

CONSOLIDATED PUBLIC RETIREMENT BOARD
BUILDING 5, ROOM 1000
1900 KANAWHA BOULEVARD, EAST
CHARLESTON, WV
25305-0720 558-3570

DATE PRINTED 04/14/2009	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
BID OPENING DATE: 05/05/2009		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>ADDENDUM ACKNOWLEDGEMENT</p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NO.'S:</p> <p>NO. 1 <i>Michael J. Ross</i></p> <p>NO. 2</p> <p>NO. 3</p> <p>NO. 4</p> <p>NO. 5</p> <p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY 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.</p> <p><i>Michael J. Ross</i> SIGNATURE</p> <p><i>Moore Wallace North America</i> COMPANY <i>AN RR Donnelley CO</i></p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
SIGNATURE <i>Michael J. Ross</i>	TELEPHONE 304-757-6673	DATE 5/11/09
TYPE <i>Senior Account Exec.</i>	FEIN 160331690	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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

Request for Quotation

RFQ NUMBER
CPR10000

PAGE
4

ADDRESS CORRESPONDENCE TO ATTENTION OF
**KRISTA FERRELL
 304-558-2596**

RFQ COPY

TYPE NAME/ADDRESS HERE

SHIP TO

**CONSOLIDATED PUBLIC RETIREMENT BOARD
 BUILDING 5, ROOM 1000
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0720 558-3570**

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
04/14/2009				

BID OPENING DATE: **05/05/2009** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>BANKRUPTCY: IN THE EVENT THE VENDDR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 04/11/2001</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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

Request for Quotation

RFQ NUMBER
CPR10000

PAGE
5

ADDRESS CORRESPONDENCE TO ATTENTION OF
**KRISTA FERRELL
 304-558-2596**

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

**CONSOLIDATED PUBLIC RETIREMENT BOARD
 BUILDING 5, ROOM 1000
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0720 558-3570**

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
04/14/2009				

BID OPENING DATE: **05/05/2009** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: KRISTA FERRELL-FILE 21</p> <p>RFQ. NO.: CPR10000</p> <p>BID OPENING DATE: 05/08/2009</p> <p>BID OPENING TIME: 1:30 PM</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: ----- 304-757-6295 -----</p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY): ----- Michael J. Ross -----</p> <p>***** THIS IS THE END OF RFQ CPR10000 ***** TOTAL: _____</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FAX	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

Specifications for RFQ on 1099R Preparation

April 2009

The scope of this project is as follows:

It will be the responsibility of the West Virginia Consolidated Public Retirement Board to provide the personal and financial information to the vendor. The vendor will then provide the necessary forms (1099R's) compliant with the regulations of the Internal Revenue Service, print, collate, and mail the documents, using the most cost effective method. The vendor will then provide copies of the 1099R information as mailed to the WV CPRB on CD-ROM. See details below.

All copies of 1099R's must be original print, duplicated copies are unacceptable. All three of the 1099R must be on one single 8.5"x11" sheet with perforations between each copy. The first one is to be sent to the IRS, the second one is to be sent to the State, and the third is for the recipient to retain for their records. Instructions will be printed on the reverse side.

No pull-apart or pressure-sealed forms. All copies must be on paper inserted in an envelope (see attached).

Envelopes must have IMPORTANT TAX RETURN DOCUMENT ENCLOSED on them. They must also have TEMP RETURN SERVICE on them.

Forms must be Internal Revenue Service (IRS) compliant.

If there are incomplete addresses, the complete address must be added by the vendor, using USPS approved methods.

Addresses must be bar-coded according to the USPS guidelines.

Vendor must provide CD's of all 1099R's mailed.

Vendor must provide the software to read the CD's preferably 1099 Express.

Vendor must provide the software to print 1099R's from these CD's (i.e. CPRB must be able to pull up a record and print the 1099R).

The successful bidder must have a Compliance Office that maintains expertise with IRS requirements for 1099R's. Vendor must provide proof of this expertise.

The vendor must mail the ~55,000 forms per year using the most cost effective method.

Vendor must have the capability to add inserts in with the 1099R's. Inserts are to be 8.5"x11". They will be sent by CPRB to the vendor in PDF format. Vendor will then fax back a copy of the insert for CPRB approval. Upon CPRB approval, the vendor will copy and add the inserts. Unit price for inserts will be used for each separate insert added by CPRB as multiple inserts may be necessary. Inserts will be single sided and printed in black ink. Also every other year you

Q:\ITMgrs\1099\Specs...

would include a payroll calendar printed by the WV CPRB and mailed to you for insertion.

Vendor must agree to safeguard all information and sign a CPRB Confidentiality and Non-Disclosure Statement.

The successful bid must agree to the following timeline:

November 1 – Vendor will test CPRB data

November 30 – On or before this date the vendor will send results of testing to CPRB

December 1 – The vendor will ask for final count from CPRB so they can order paper and envelopes

December 31 – On or before this date the vendor will schedule a time to help install the 1099 Express (or similar) software required to reproduce individual 1099R's. The vendor will supply a file created from the CPRB test file that will allow 1099 Express (or similar) software to bring up any account and print that account. This file will be purely for test purposes. For the live run the vendor will also supply a file for use with this software. In addition to that file the vendor will supply a final production CD that will contain the whole reproduction of the print job. This CD will be in a PDF format that can be read by Adobe Acrobat.

January 1 – Vendor will request a postage check from CPRB. The postage check will be made payable to US POSTMASTER. Any excess will be credited on the final bill or any additional postage required will be requested on the final bill.

January 10 – Vendor will receive postage check on or before this date. Also inserts must be provided by CPRB on or before this date. Vendor will print a sample insert and fax to (304) 558-6337 for approval.

January 18 – Vendor will sweep FTP site for CPRB data

January 26 – Vendor will deliver all forms to the Post Office to be mailed. Do not break up into batches – **must be mailed all at once.**

January 27 – Vendor will supply a CD to the CPRB of the print job and will also supply a file to import into the 1099 Express (or similar) software to easily print individual 1099R's.

COST SHEET

Cost per yearly printing and mailing
of 1099 Forms

\$ 25600.00

**Please Detailed Proposal and
Pricing Explanation Attached*

State of West Virginia **VENDOR PREFERENCE CERTIFICATE**

Certification and application* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

- 1. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or,**
 Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or** 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or,**
 Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; **or,**
- 2. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or,**
- 3. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or,**
- 4. **Application is made for 5% resident vendor preference for the reason checked:**
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; **or,**
- 5. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; **or,**
- 6. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: Monica Wallace North America

Signed: [Signature]

Date: 5/11/09

Title: Senior Account Executive

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

VENDOR OWING A DEBT TO THE STATE:

West Virginia Code §5A-3-10a provides that: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

If this is a solicitation for a public improvement construction contract, the vendor, by its signature below, affirms that it has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code*. The vendor **must** make said affirmation with its bid submission. Further, public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code* and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the *West Virginia Code* may take place before their work on the public improvement is begun.

ANTITRUST:

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the state of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

LICENSING:

Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY:

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.

Under penalty of law for false swearing (*West Virginia Code* §61-5-3), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

Vendor's Name: Moore Wallace Morley America
Authorized Signature: Michael J. Row Date: 5/11/09

RR DONNELLEY

Mr. Gary Paolini
Vice President Operations
1 Poplar Street
Thurmont, MD. 21788

WV Consolidated Public Retirement Board
Attn. Krista Ferrell
1900 Kanawha Blvd East
Building 5 Room 1000
Charleston, WV 25305

Quote # CPR10000

Please find below this year's quote for Year End 2009 1099R Production Services. These include the print image and mailing of 1099Rs, data processing services, address hygiene and CD ROM archival.

RR Donnelley agrees to the terms and specifications in the RFQ with any exceptions noted in the quote below.

Respectfully Submitted:



Gary Paolini
Vice President Operations

Confidential and Proprietary

**Proposal for Compliance
Information Reporting Program**

Proposal Prepared For

**West Virginia
Consolidated Public Retirement Board**

April, 2009

**RR Donnelley Business Communication Services
(BCS)**

Brian Burden, Account Executive

Mike Ross, Account Executive

1.0 Executive Summary

Producing and distributing information reporting statements, such as 1098s, 1099s, 5498s (hereinafter referred to as information reporting statements) and similar information reporting statements, is a costly, time consuming, but mandatory task. Outsourcing this task to RR Donnelley Business Communication Services (BCS), an RR Donnelley company, offers WV Retirement an efficient, cost-effective way to produce these statements.

Our program for information reporting reflects BCS' position as the industry leader in the production and distribution of effective business documents. For example, our 1098, 1099, and 5498 statements feature a customer address area that can accommodate multiple address lines. Your information reporting statements can also include instructions on the document to assist your recipients in filing their tax returns.

We will support WV Retirement with a complete program. Your only involvement is to transmit a data file to BCS. We do all data processing, imaging, finishing, and mailing. Your compliance information reporting statements will be produced by state-of-the-art electronic printing systems. Each statement will be an original, perfectly registered and completely legible. And we ensure that your statements will comply with all government regulations.

When BCS produces your statements, you don't have to worry about being left behind as new communications technologies emerge. Your information reporting statements will be produced using the best, proven technologies because we are committed to being the technological innovator in document preparation and distribution. To fulfill our commitment, we fund on-going research and continually seek strategic alliances with leading edge technology providers.

In addition to high-quality imaging, BCS also provides opportunities to reduce WV Retirement 's total cost for preparing and distributing your information reporting statements:

- We can "merge" statements. Instead of separately printing and mailing multiple statements going to the same recipient, a combined statement can be produced resulting in a single mailpiece for the recipient. You save because we print fewer total pages and mail fewer total pieces.
- BCS uses sophisticated presorting and mail handling techniques to ensure that your information reporting statements are mailed at the lowest possible rate for which your mailing qualifies.

Electronic Presentment and Delivery

BCS is the industry leader in print production for information reporting statements. Now, we are also the leader in electronic statement presentment and delivery. WV Retirement will have the option of distributing forms authorized for electronic delivery by the IRS or statements by print, or both. Your electronic statements can be viewed, downloaded, and printed by your recipients. All information reporting statements can be placed on the Internet for viewing, downloading, and printing of reissues.

Implementing Your Program

A BCS Project Manager, experienced in information reporting statement production, will be responsible for the preparation and distribution of WV Retirement 's statements. Our Project Managers draw upon our capabilities to implement a program that will fulfill all of WV Retirement 's requirements.

In addition, BCS will review your current reporting process to identify alternative methods to improve efficiency and reduce costs. We want to serve as your partner, linking our success with your success by providing WV Retirement with the ultimate in business communication services.

Bid Exceptions

1. File layouts: Sample tax files were requested as part of the question / answer phase of the bid. No data file layouts were provided except a sample of a 1099 print. BCS has produced the 1099's for WV Retirement for several years in the past. We have always accepted the standard IRS file layouts. These are the same data files that WV Retirement would provide directly to the IRS. **BCS is quoting this project with the assumption that WV Retirement will provide the data in the standard IRS layout.**
2. 1099 Express. RR Donnelley BCS does not have a relationship with 1099 Express. BCS cannot guarantee that a file generated by BCS will be readable by the 1099 Express system.

BCS has contacted 1099 Express about this matter. It is our opinion that WV Retirement can open the same IRS file layout directly using 1099 Express. If this is true then there will not be a need for BCS to create a CD of PDF's to send back to WV Retirement. This would result in a significant savings.

2.0 What Do You Want To Accomplish?

Based on our discussions, WV Retirement wants to outsource its information reporting statements. However, before you agree to outsource, your provider must meet the following objectives:

- **Ensure Accuracy.** Each statement must accurately report all data. Your provider must ensure accuracy and have the ability to correct errors before a statement is distributed.
- **Maintain Strict Security.** The sensitive nature of information reporting requires an outsource provider who can ensure strict security.
- **Compliance.** Your outsource provider must ensure compliance with all applicable regulations.
- **On-Time Delivery.** Government regulations mandate delivery deadlines for most compliance statements. Your outsource provider must be able to meet these deadlines, even if there is a major problem at the provider's facility.
- **Electronic Capabilities.** WV Retirement is interested in using the Internet to distribute information reporting statements. Your outsource provider must offer both hard copy and Electronic presentment options.
- **Optional Services.** Your outsource provider should offer optional services to enhance your information reporting statements program.
- **Capacity for Growth.** As WV Retirement grows, your outsource provider must be able to meet future volume and customization needs.
- **Cost Effective.** Outsourcing must be cost-effective, giving greater value to WV Retirement than is available from your existing production system.
- **Maintain Complete Records.** Your outsource provider must be able to comply with all applicable reporting requirements.
- **Consultant Services.** WV Retirement wants an outsource provider who will recommend ways to improve your information reporting process to reduce costs and improve efficiencies as well as ensure compliance to IRS regulations.

3.0 How Can We Help You Meet Your Goals?

Since its inception in 1983, RR Donnelley Business Communication Services (BCS), an RR Donnelley company, has specialized in developing and managing customized, high-quality, large-volume, communication solutions. BCS is a leader in providing customized solutions through print and digital technologies to the financial services, insurance, managed care, and telecommunications segments. Our client base includes over 900 major corporations and high profile government agencies throughout the US and Canada. In 2006, our six facilities produced over 3.2 billion imaged pages and shipped more than 1.4 million mail packages. We have over 1,500 employees in the United States. As the leader in large volume, high-quality, critical communication production, BCS is responsible for delivering the Vital Client Communications of America's Business

Managing clients' data and providing mission critical communications can only be accomplished by a company with a robust network of resources and capabilities. Our products and services maximize the effectiveness of your communication pieces, adding value to your business and to your customers. The customized messaging solutions that we provide for our clients help them build relationships with their customers.

Outsourcing solutions include: periodic account statements, wireless telephone bills, enrollment and new customer kits, loyalty and membership programs, daily transaction confirmations, insurance policies, checks, ID cards, privacy mailings, and tax reporting documents. BCS continues to develop and integrate the latest technologies for the cost-effective production and distribution of business communications through print, mail, e-mail, fax, CD-ROM, Internet, and wireless delivery channels. If it's vital, trust it to us.

Our headquarters is located near Chicago in Bannockburn, Illinois. We have production facilities and sales offices located throughout the U.S. and Canada. BCS operates six facilities in Thurmont, MD; Windsor, CT; Logan, UT; Boston, MA; Nashville, TN; and St. Charles, IL. We also have major Canadian information processing facilities. Our facilities offer data processing and electronic printing services. We also provide print, kitting, and print fulfillment services.

Each location uses the latest, proven technologies and is staffed by a team of highly trained professionals. With our network of production facilities located strategically throughout North America, BCS can reduce the time to deliver your critical customer communication documents.

For almost 25 years, BCS has produced and distributed millions of documents for banks, financial services companies, investment firms, and insurance companies, fulfilling all government regulations and industry standards for these sensitive documents. Based on our experience, WV Retirement can be confident in the selection of BCS as your outsource provider. Our experience, expertise, and technological resources enable us to meet all your objectives.

- **Ensure Accuracy.** BCS is a leader in producing and distributing financial documents including:
 - More than 100 million compliance statements, including W-2s, 1098s, and 1099s, for our corporate and government clients.
 - Trust statements.
 - Investment transaction records and account summaries.
 - Mortgage statements.
 - Loan statements.
 - Invoices for utilities and telecommunications companies.

We have implemented a variety of controls to meet our clients' strict accuracy requirements. Because of our success, we can ensure WV Retirement that all information reporting statements will accurately reflect the data transmitted to our facility.

- **Maintain Strict Security.** BCS complies with all applicable government regulations and industry standards for producing and distributing information reporting statements. BCS maintains strict security controls over all programming, client data, and project production. Our security procedures include screening procedures for hiring personnel and making job assignments. All BCS facilities must comply with our standards for physical security and document protection.
- **Improved Quality.** Every BCS production run is subjected to rigorous quality control checks to ensure that your statements meet your standards for accuracy and appearance. Defined procedures require operator quality inspections at regular intervals throughout the print, image, and mail process ensuring data placement accuracy. Our in-process accounting systems ensure that all statements are produced and distributed.
- **Compliance.** BCS' Information Reporting Services team continually monitors government requirements, including those for information reporting statements, to ensure the documents we produce comply with all regulations. In addition, as a BCS information reporting statements client, WV Retirement will receive a free copy of the *Compliance Bulletin* via e-mail. This bulletin, prepared by our experts, answers many compliance questions and provides invaluable insights regarding information reporting statements.

- **Reduce Turnaround.** BCS combines technology and production capacity to reduce project turnaround time and guarantee on-time delivery. Each facility uses state-of-the-art systems for data processing, pre-production formatting, printing, sorting, and distributing. Our combined equipment investment at our U.S. facilities gives us the capacity to produce more than 10 million customized mailpieces per day.

In addition to our technical resources and production capacity, BCS has two Data Centers and four production facilities in the United States. All sites are linked via LAN and WAN and serve as backups to each other. In the event of a disaster at your primary production site, work can be transferred to another facility to keep your information reporting statements project on schedule.

- **Electronic Capabilities.** We can prepare a near fidelity replica of your printed statements for Internet presentation. Your recipients will be able to view, download, and print their statements at their convenience, via a secured Website. An individual will only be able to view and download his or her statement and will not have access to anyone else's statements. Although we will host your information reporting statements, our services will be completely transparent. Recipients will only see your Website when they view their statements.
- **Optional Services.** BCS offers these optional products and services to our information reporting statements clients:
 - **CD-ROM Archival.** All of WV Retirement 's information reporting statements can be copied onto a CD-ROM for convenient access by members of your staff. Your records can be sorted by various identification criteria to provide easy access to your statements. Duplicates of your statements can be generated using your desktop laser printers. Because the archival program is Windows-based, it is easy to use and requires little training. The portability of CDs allows easy distribution of indexed archival data to multiple sites to relieve service inquiries.
 - **Internet Archiving.** BCS now offers Internet or Web-based archiving of client documents, allowing your statements to be accessed via a secure Website. Password restrictions prevent unauthorized viewing. Designated personnel can call up any statement at any time, using any of the popular Internet browsers such as Internet Explorer or Netscape. Your documents are in a "read only" format to prevent any tampering. Copies of the statement can be printed using desktop laser printers.
 - **1099 Corrections.** BCS has partnered with 1099 Pro Software and JAT with PRINTVIEW PLUS. As a result of these relationships, WV Retirement will receive a significant discount when ordering either program by mentioning BCS' name or using an order form provided upon request. Both programs can be ordered at the

companies' Websites; however, discounts are not allowed via this method. The programs are modular, allowing WV Retirement to order the functionality you require. These programs are PC-based, compliant with IRS regulations, and used with preprinted and blank forms.

- **Capacity for Growth.** To allow for growth and to provide a reserve when client volumes change suddenly, BCS production sites operate at about 75% of total capacity. When volumes consistently exceed 75%, we make the necessary capital investment in facilities and equipment to maintain our reserve. This policy enables us to serve our clients as their requirements grow.
- **Cost Effective.** Selecting BCS as your information reporting statements outsource provider gives WV Retirement several opportunities to reduce costs:
 - WV Retirement no longer has to purchase, store, and inventory statement forms and envelopes to produce and distribute information reporting statements.
 - Personnel resources now required to produce and distribute your information reporting statements can be reassigned to be used more effectively, especially for other year end and early first quarter tasks.
 - The option of using Electronic statement presentation/delivery often is less expensive per statement than producing and distributing paper statements or reissued statements.
 - For print statements, the efficiency of our modern imaging process can reduce WV Retirement's production costs.
 - Our merging capability will reduce both the total number of pages we image for you and the total number of mailpieces distributed for each production run.
 - Postage is typically the single largest cost in producing and distributing printed statements. Our USPS certified Mailpiece Quality Control Specialists will analyze your mailing. They will make recommendations regarding mailpiece size, labeling, address database management, and sorting to ensure each mailing goes out at the lowest possible postage rate for which it qualifies. All postage discounts are passed on directly to WV Retirement.
- **Maintain Complete Records.** BCS supports its information reporting statements clients with a comprehensive reports package (all reports available via PDF), including the following:

- **Audit Verification Report.** Confirms the dollar amounts entered in our system for processing are equal to the totals you provided. It is your assurance that all monetary data is accounted for.
- **Account Merge Report (Savings Analysis).** Indicates the number of records bypassed due to zero dollar amounts or reporting options. The number of statements generated after the merging process and printing of combined 1099 statements indicates your estimated savings using our 1099 program. The report is sequenced by EIN number and Location ID number.
- **Bypass Report.** Identifies records bypassed in processing and gives the reason these records were bypassed. These accounts are not reported to the IRS or the payee based on two criteria: 1) all dollar amounts equal zero, 2) below de minimis check.
- **Postage Report.** Serves as a basis for allocating the postage expenses. It summarizes the number of pieces mailed and provides a breakdown of how many pieces were in the presort group as well as the residual group.
- **Detail Disposition Report.** Contains all the account information printed on the information reporting statement, including suppressed information. This report is helpful when dealing with customer inquiries and is sorted by EIN, Location ID, and TIN.
- **TIN Validation Report.** Helps WV Retirement take corrective action to comply with the IRS regulations.
- **Address Hygiene Service.** Depending on the number of invalids, address hygiene may be recommended prior to, or after, the receipt of the detail files (not during January). This optional service includes ZIP Code correction/verification, address standardization, and ZIP+4 coding. Address hygiene can significantly increase your postage discounts for 5 or 3 digit presort or ZIP+4.
- **Consultant Services.** WV Retirement's information reporting statements will be managed by a team that is experienced in producing these statements for our clients. This team is responsible for analyzing your information reporting statements project to ensure we always use "best practices" to reduce your costs and improve efficiency.

4.0 Why Should You Choose Our Solution

BCS will partner with WV Retirement to provide a complete solution for your information reporting statements production and distribution. You will benefit from our almost 25 years experience in developing and implementing print and distribution solutions and our expertise in producing information reporting statements.

- **Requirements Analysis.** BCS will analyze WV Retirement 's information reporting statements requirements. After this analysis is completed, we will submit to you a written Statement of Work (SOW). The SOW, which is required as part of our ISO certification, will detail your requirements and outline an implementation schedule for your information reporting statements.

If WV Retirement wants to offer print and Electronic information reporting statements, each format will be considered as a separate project and individual SOWs will be prepared. However, only one data format will be required from WV Retirement _ for each statement production run. We work from a single data file to produce all statement formats because it reduces the risk of error and is more convenient for our clients.

- **Project Management.** A project team, with expertise and experience in information reporting statements will be assigned to manage your project. Project management will include developing a plan to ensure all your requirements are met, managing all testing, providing expertise, and making suggestions to improve project efficiency. The team will include your Project Manager, who will be your primary contact for any questions and will present recommendations to WV Retirement regarding ways to further improve efficiency and cut costs.
- **Experts in Information Reporting.** BCS is a leading outsource provider for information reporting documents. WV Retirement will benefit from the experience and expertise we bring to all information reporting projects.
- **On-Time Delivery.** Our quality control procedures require that we identify and commit all resources necessary to complete a project on time. WV Retirement 's information reporting statements will be delivered on or before the deadline confirmed in your Statement of Work (SOW).
- **Testing.** We will test your data file to ensure we can accurately produce your information reporting statements. We will not begin production until your project has passed all required testing.

5.0 What Is It Going To Cost?

Specifications:

- Paper / Ink: 24# OCR Bright White 2 Color front, 1 Color back
- Input Record Layout: **Either the RR Donnelley preferred layout or the standard IRS layout.**
- OME: Custom Double Window envelope
- CD Rom: 1 set of CD ROM's with PDF images of 1099's.

Pricing

Description	Unit Cost	Est. Total
Print & mail approximately 55,000 1099R Forms:	\$375.00 /M	\$20,625.00
Generate PDF's and deliver on CD Rom:	\$15.00/M	\$825.00*
Image & fold document supplied by client as PDF.	\$25.00/M	\$1,375.00
Insert additional pages into envelope	\$5.00/M	\$275.00
Professional Services:		\$2,500.00
Total:		<u>\$25,600.00*</u>

*Postage not included

* Optional service may not be necessary if using 1099 express.

Pricing includes:

- Data Processing.
- Audit Report.
- Account Merge Report.
- Bypass Report.
- Postage Report.
- Current issue of the *Compliance Bulletin* via e-mail.

6.0 What Do You Get From Us?

When WV Retirement chooses BCS to outsource your information reporting statements, you acquire a partner, not just a vendor. We believe in forming an alliance with our clients and becoming vested in the overall success of their projects. To fulfill our commitment to achieving mutual success, we offer you more than serving as your outsource provider:

- **Project Management Services.** All your projects are assigned to a Value Added Service (VAS) Team, with information reporting expertise. This team is responsible for recommending ways to improve the processes and get the maximum benefit from the documents and other communications we produce and mail for you.
- **Electronic Expertise.** BCS can provide WV Retirement with programming and services to enable you to maximize the Internet's potential. We will help you transfer your information reporting statements to the Internet for presentment (all statement types) or delivery (1098-T and 1098-E only).
- **Leading Edge Technology.** BCS facilities use a combination of commercially available equipment and our own proprietary equipment, to provide clients with the most cost effective options available for producing expedient, high impact documents and other communications.
- **Certified Quality.** All BCS facilities are ISO certified. To maintain our certification, we rigorously adhere to the requirements of ISO. All projects are subject to defined quality control checks and every project is analyzed to verify all procedures are "best practices." All facilities undergo regular internal and external (outside party) audits to ensure compliance with ISO certification requirements.
- **Production Efficiencies.** BCS is most competitive with large volume projects or projects that are produced daily. Our competitive edge broadens with added complexity. Features such as MICR, on-line envelope construction, complex data processing or merging capabilities, postal sorting, and unique packaging are streamlined operations that can be added with minimal cost to our clients. Using all the latest technology enables faster speeds, thereby ensuring a cost-effective advantage.
- **Comprehensive Management Reporting.** WV Retirement will receive comprehensive reports on your information reporting statements. We will review these reports with you to correct any problems and to identify new opportunities to improve efficiency and cut costs.
- **Relationship with USPS.** BCS is a designated National Account for the USPS with a National Account Manager as well as Area Account Managers for each facility. We have a Business Relationship Agreement with the

USPS, defining our working relationship and enhancing our ability to meet our objectives and identify future opportunities. BCS has full-time Postal Coordinators in each facility. Our information processing facilities are USPS Detached Mail Units, allowing us to provide on-site verification and acceptance of the mailing for faster entry into the USPS mailstream. Using our combination of CASS/PAVE certified software, address hygiene software, and USPS certified Mailpiece Quality Control Specialists, WV Retirement can be confident that your mailings will receive the maximum postal discounts for which they qualify.



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

Request for Quotation

RFQ NUMBER
 CPR10000

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF
 KRISTA FERRELL
 304-558-2596

RFQ COPY

TYPE NAME/ADDRESS HERE

MOORE WALLACE NORTH AMERICA - AN R R DONNELLEY CO
 101 CARRIAGE PT. SUITE 307
 HURRICANE, WV 25526

CONSOLIDATED PUBLIC RETIREMENT BOARD
 BUILDING 5, ROOM 1000
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0720 558-3570

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/04/2009				

BID OPENING DATE: 05/12/2009 BID OPENING TIME: 01:30PM

LINE	QUANTITY	UOP	QTY NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				THIS ADDENDUM IS ISSUED TO:		
				1.) ANSWER ALL TECHNICAL QUESTIONS SUBMITTED PRIOR TO THE DEADLINE FOR TECHNICAL QUESTIONS AND		
				2.) CHANGE THE BID OPENING DATE:		
				BID OPENING DATE IS CHANGED TO: 05/12/2009		
				BID OPENING TIME REMAINS: 1:30 PM		
				***** ** END ADDENDUM NO. 1 *****		
0001	1	YR		966-52		
				PUBLICATIONS (30 PAGES OR MORE), PRINTING OF (FOUR C		

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *Cheryl R. Kan* TELEPHONE: 304-757-6673 DATE: 5/11/09

TITLE: Senior Account Exec. FEIN: 160331690 ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

Q: Regarding the above RFQ, what are the envelope specifications (size, stock, window, printing, color)?

A: 2-window with "IMPORTANT TAX DOCUMENT ENCLOSED"
White 9 7/16" x 3 7/8" envelope size with confidential tint

Q: What are the paper specifications (brand, weight, color)?

A: Color white,
Brand ?,
Weight 24 pound

Q: Does the 1099R insert into the envelope flat or is it folded?

A: The 1099 is folded.

Q: Is the bid opening date 05/05/2009 or 05/08/2009?

Q: If there are incomplete addresses, the complete address must be added by the vendor, using USPS approved method. What do you mean by "incomplete" addresses? Provide example.

A: You can ignore this.

Q: In lieu of 1099 Express, would searchable PDF files on CD be acceptable?

A: No

Q: In lieu of 1099 Express, will the client be willing to utilize Adobe Reader for PDF printing purposes?

A: No

Q: Is there a paper preference for 8.5" x 11" insert printing?

A: 20 pounds or better. Keep in mind that one of the inserts (every other year) is a full-color Calendar provided by the WV State Auditor's Office and we have no control over that paper weight. We mail this calendar to your location

Q: Is the input file 1099-R recipient information in a particular order? Last Name, Zip Code, SSN?

A: No, you would sort them by zip I assume. Our preferred layout is attached.

Q: Explain what is meant by the CPRB PDF insert and approval process?

A: We send it to you in PDF form, you print a sample, fax the sample to (304) 558-5455, we approve to ensure legibility and completeness.

Q: As multiple inserts may be necessary, do 1099-R recipients receive all inserts? If a single

insert, do all 1099-R recipients receive the insert?

A: The instruction sheet (PDF) goes to all 1099-R recipients. If there is an additional insert that does not go to all recipients we will divide the file.

Q: Can we receive a sample "input" file with format explanation?

A: See attached file layout.

Q: If the successful vendor is required to provide a CD with a PDF image of each and every mailed 1099R tax form, why do you need software to read and /or print out additional copies? Are you doing something else with the software?

A: The software is also used to edit 1099R's for corrections and to print corrected copies.

Q: You make mention of 1099 Express software in the bid, was WV CPRB licensed to use 1099 Express or some other software in the past? If so, what software and what year(s)?

A: 1099 Express 2006, 2007, 2008

Q: Concerning the insert(s), are they generic or customized to each individual recipient? If they are customized, how much customized information is each insert? Did you have inserts in any of the last three years?

A: Yes, PDF instructions are every year.

Q: You mention a calendar insert needed every other year. What the specs for the calendar? A. Size? B. What material is it printed on? C. Is 2009 a "calendar year"?

A: The WV State Auditor's Office prints the full-color calendar and we mail it to you. They are every other year (2006, 2008, 2010...). There is no calendar in 2009.

Q: What size envelope was used in the past? Was the envelope a no window, 1 window, or two window envelope? Did you have a confidential inside tint?

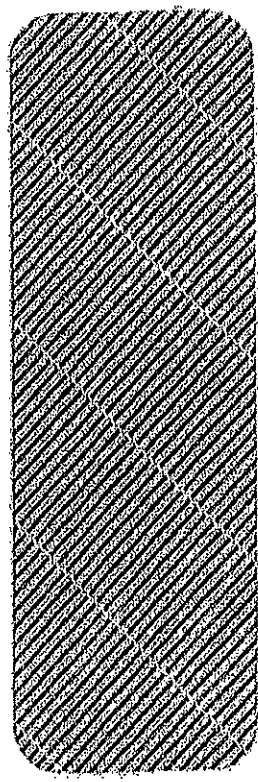
A: 2-window with "IMPORTANT TAX DOCUMENT ENCLOSED". Yes, to confidential tint.

Q: Do you have a complete sample?

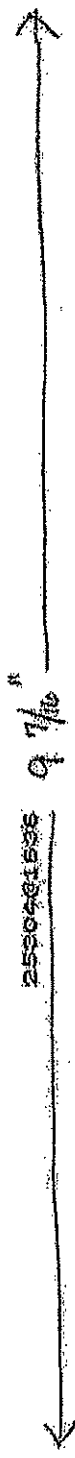
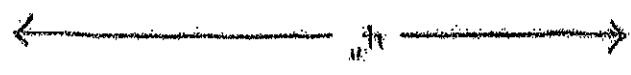
A: We currently do not have any samples but we have attached a copy of the envelope previously used, along with copies of all documents that are inserted.

PRESORTED
FIRST CLASS MAIL
U.S. POSTAGE PAID
PITTSBURGH, PA
PERMIT NO. 4540

**Important Tax Return
Document Enclosed**



2550481536 9 7/10



28

PAYER'S name, street address, city, state, and ZIP code
W VA. PUBLIC EMPLOYEES RET SYS
4101 MACCORKLE AVENUE SE
CHARLESTON, WV 25304

1 Gross distribution \$ 1985.88
2a Taxable amount \$ 1985.88
2b Taxable amount not determined
3 Capital gain (incl. in 2a)

OMB No. 1545-0119
2008
Total distribution
4 Federal tax withheld

Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs Insurance Contracts, etc.
Form 1099-R Copy B

PAYER'S Federal Identification No.
55-6011167

RECIPIENT'S Identification No.
000-00-0000

RECIPIENT'S Name and Address

JOHN DOE
123 HOME STREET
ANYWHERE, WV 25304-1636

5 Employee contributions or insurance premiums

6 Net unrealized appreciation in employer's securities

Report this income on your Federal tax return. If this form shows Federal income tax withheld in box 4 attach this copy to your return

7 Distribution code 7

IRA/SEP/SIMPLE

8 Other

9a Your percentage of total distribution

9b Total employee contributions

10 State tax withheld

11 State/Payer's state no.

12 State distribution

Account number (see instructions)
236328338920080001P1

18 Year of Roth cont.

13 Local tax withheld

14 Name of locality

15 Local distribution

Form 1099-R This information is being furnished to the Internal Revenue Service.

PAYER'S name, street address, city, state, and ZIP code
W VA. PUBLIC EMPLOYEES RET SYS
4101 MACCORKLE AVENUE SE
CHARLESTON, WV 25304

1 Gross distribution \$ 1985.88
2a Taxable amount \$ 1985.88
2b Taxable amount not determined
3 Capital gain (incl. in 2a)

OMB No. 1545-0119
2008
Total distribution
4 Federal tax withheld

Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs Insurance Contracts, etc.
Form 1099-R Copy C

PAYER'S Federal Identification No.
55-6011167

RECIPIENT'S Identification No.
000-00-0000

RECIPIENT'S Name and Address

JOHN DOE
123 HOME STREET
ANYWHERE, WV 25304-1636

5 Employee contributions or insurance premiums

6 Net unrealized appreciation in employer's securities

For Recipient's Records

7 Distribution code 7

IRA/SEP/SIMPLE

8 Other

9a Your percentage of total distribution

9b Total employee contributions

10 State tax withheld

11 State/Payer's state no.

12 State distribution

Account number (see instructions)
236328338920080001P1

18 Year of Roth cont.

13 Local tax withheld

14 Name of locality

15 Local distribution

Form 1099-R This information is being furnished to the Internal Revenue Service.

PAYER'S name, street address, city, state, and ZIP code
W VA. PUBLIC EMPLOYEES RET SYS
4101 MACCORKLE AVENUE SE
CHARLESTON, WV 25304

1 Gross distribution \$ 1985.88
2a Taxable amount \$ 1985.88
2b Taxable amount not determined
3 Capital gain (incl. in 2a)

OMB No. 1545-0119
2008
Total distribution
4 Federal tax withheld

Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs Insurance Contracts, etc.
Form 1099-R Copy 2

PAYER'S Federal Identification No.
55-6011167

RECIPIENT'S Identification No.
000-00-0000

RECIPIENT'S Name and Address

JOHN DOE
123 HOME STREET
ANYWHERE, WV 25304-1636

5 Employee contributions or insurance premiums

6 Net unrealized appreciation in employer's securities

File this copy with your state, city, or local income tax return, when required

7 Distribution code 7

IRA/SEP/SIMPLE

8 Other

9a Your percentage of total distribution

9b Total employee contributions

10 State tax withheld

11 State/Payer's state no.

12 State distribution

Account number (see instructions)
236328338920080001P1

18 Year of Roth cont.

13 Local tax withheld

14 Name of locality

15 Local distribution

Form 1099-R This information is being furnished to the Internal Revenue Service.

MEMORANDUM

TO: State of West Virginia 1099-R Recipient

DATE: January 2009

RE: Explanation of 2008 Form 1099-R

To assist you in understanding your 2008 Form 1099-R, the following information is provided:

Box 1 - Gross distribution - This is the total gross annuity, loan offset or lump-sum distribution you received in 2008. If you retired in 2008 from the Teachers' Retirement or the Deputy Sheriff Retirement System and took a loan offset, you will receive two (2) 1099-R forms.

Box 2a - Taxable amount - This is the total amount of your annuity or lump-sum distribution in 2008 that may be subject to income tax. If you are required to complete a 2008 income tax return, please report the amount in this box.

Box 4 - Federal income tax withheld - This is the total amount of federal income tax deducted from your annuity or lump-sum distribution in 2008. Include this amount on your federal income tax return as tax withheld, and if Box 4 shows an amount other than zero, attach Copy B to your return.

Box 5 - Employee contributions or insurance premiums - The figure reported in this box, if any, is the total amount of your annuity or lump-sum distribution in 2008 that is not taxable. This figure is for IRS purposes only and is not a deduction from your annuity. **This is not a deduction for insurance premiums.**

Box 7 - Distribution code - If you are age 59 ½ or less, and your distribution code is a "2" in Box 7, you may need to file Form 5329. *Questions regarding your tax preparation should be directed to the IRS or your tax preparer.*

Box 9b - Total employee contributions - This box applies to retirees only. There is only an amount reported in this box the first year of your retirement. This amount represents the total nontaxable contributions, if any, prior to July 1, 1986 and is for IRS purposes only. This is not a deduction from your retirement annuity.

Box 10 - State tax withheld - This is the total amount of West Virginia state income tax deducted from your annuity or lump-sum distribution in 2008. Deductions for state income tax are for the State of West Virginia only.

For an explanation of information reported in all other boxes, see the instructions on the back of your 1099-R form.

*****NOTICE TO RETIREES ONLY*****

TO AVOID DELAY IN RECEIVING YOUR ANNUAL 1099R, PLEASE NOTIFY OUR OFFICE OF ANY ADDRESS CHANGES.

Federal Tax Law requires that we notify all retirees/beneficiaries annually of their option to have federal tax withheld from their pension check.

- A. You have the right to elect not to have withholding apply.
- B. You have the right to revoke a prior election not to have withholding apply.
- C. You have the right to adjust the allowance claimed on your current withholding certificate.

***** IMPORTANT: YOU DO NOT NEED TO REQUEST A WITHHOLDING CERTIFICATE UNLESS YOU WISH TO CHANGE YOUR WITHHOLDING STATUS.** Forms may be obtained by writing to our office or by visiting our web-site at www.wvretirement.com and clicking on the "Retirees" link.

Anne Werum Lambright, Executive Director
 Consolidated Public Retirement Board
 4101 MacCorkle Avenue SE
 Charleston, WV 25304
 www.wvretirement.com



Glen B. Gainer III, State Auditor
 West Virginia State Auditor's Office
 Electronic Payments Division
 Building 1, Suite W-125
 www.wvsao.gov

2010 DIRECT DEPOSIT CALENDAR FOR RETIREES

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	1	2	3	4	5	6		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28							28	29	30	31			
31																				
APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3						1			1	2	3	4	5	
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
							30	31												
JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30		
OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2		1	2	3	4	5	6				1	2	3	4	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				



Date Deposit funds will be available in your account
 (Also indicates the date paper checks will be mailed)

If the Amount of your Direct Deposit is Wrong:
 Contact: Retirement Benefits
 Consolidated Public Retirement Board
 1.800.654.4406

For Problems With Your Bank Account:
 Contact: Electronic Payments Division
 West Virginia State Auditor's Office
 1.800.500.4079