



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
CPR10006

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
KRISTA FERRELL 804-558-2596

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Mr. Steve Massman (M/S 175)  
Thomson Reuters (Tax & Accounting)  
2395 Midway Road  
Carrollton, TX 75006

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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
08/10/2009				

BID OPENING DATE: 08/18/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
THIS ADDENDUM IS ISSUED TO:						
1.) PROVIDE ANSWERS TO ALL TECHNICAL QUESTIONS SUBMITTED PRIOR TO THE DEADLINE FOR TECHNICAL QUESTIONS AND						
2.) TO EXTEND THE BID OPENING DATE						
BID OPENING DATE IS EXTENDED TO: 08/18/2009						
BID OPENING TIME REMAINS: 1:30 PM						
***** END ADDENDUM NO. 1 *****						
0001	1	LS		966-50		
PRINTING: BOOKS, CATALOGS, MAGAZINES, PAMPHLETS, ETC						

RECEIVED

2009 AUG 18 AM 10:22

WV PURCHASING  
DIVISION

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'

**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, the State may deem this contract null and void, and terminate such contract 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."

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**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



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Purchasing Division  
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25305-0720 558-3570

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS		
07/21/2009						
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0001	1	LS		966-50		
PRINTING: BOOKS, CATALOGS, MAGAZINES, PAMPHLETS, ETC						
REQUEST FOR QUOTATION (RFQ) OPEN END CONTRACT						
THE WEST VIRGINIA STATE PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA CONSOLIDATED PUBLIC RETIREMENT BOARD, IS SOLICITING BIDS TO PROVIDE THE AGENCY WITH PRINTING AND MAILING OF 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 AT 304-558- 4115 OR VIA EMAIL AT KRISTA.S.FERRELL@WV.GOV. DEADLINE FOR ALL TECHNICAL QUESTIONS IS JULY 30, 2009 BY THE CLOSE OF BUSINESS. ALL TECHNICAL QUESTIONS RECEIVED, IF ANY, WILL BE ANSWERED BY ADDENDUM AFTER THE DEADLINE HAS LAPSED.						
QUESTIONS CONCERNING THE 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 AT ANY TIME PRIOR TO THE BID OPENING AND IN ANY FORMAT.						
EXHIBIT 10						
REQUISITION NO.: .....						
SEE REVERSE SIDE FOR TERMS AND CONDITIONS						
SIGNATURE				TELEPHONE		DATE
TITLE		FEIN		ADDRESS CHANGES TO BE NOTED ABOVE		

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ADDENDUM ACKNOWLEDGEMENT						
I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.						
ADDENDUM NO.'S:						
NO. 1 .....						
NO. 2 .....						
NO. 3 .....						
NO. 4 .....						
NO. 5 .....						
I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.						
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.						
..... SIGNATURE						
.. Mr. Steve Massman (M/S 175) Thomson Reuters (Tax & Accounting) 2395 Midway Road ... Carrollton, TX 75006						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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<p>..... SIGNATURE ..... COMPAI 8-18-09 ..... DATE</p> <p>Mr. Steve Massman (M/S 175) Thomson Reuters (Tax &amp; Accounting) 2395 Midway Road Carrollton, TX 75006</p> <p>REV. 11/96 EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AWARD AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE</p>						

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ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.						
CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICE SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.						
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.)						
QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.						
ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.						
BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT						

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WITHOUT FURTHER ORDER.						
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.						
REV. 05/26/2009						
EXHIBIT 4						
LOCAL GOVERNMENT BODIES: UNLESS THE VENDOR INDICATES IN THE BID HIS REFUSAL TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO COUNTY, SCHOOL, MUNICIPAL AND OTHER LOCAL GOVERNMENT BODIES, THE BID SHALL EXTEND TO POLITICAL SUBDIVISIONS OF THE STATE OF WEST VIRGINIA. IF THE VENDOR DOES NOT WISH TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO ALL POLITICAL SUBDIVISIONS OF THE STATE, THE VENDOR MUST CLEARLY INDICATE SUCH REFUSAL IN HIS BID. SUCH REFUSAL SHALL NOT PREJUDICE THE AWARD OF THIS CONTRACT IN ANY MANNER.						
REV. 3/88						
PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD.						
NOTICE						

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
A SIGNED BID MUST BE SUBMITTED TO:  DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130  THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:  SEALED BID  BUYER: KRISTA FERRELL-FILE 21  RFQ. NO.: CPR10006  BID OPENING DATE: 08/11/2009  BID OPENING TIME: 1:30 PM  PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:  ----- (972) 447-3047 -----  CONTACT PERSON (PLEASE PRINT CLEARLY):  -----  TELE: (972) 623-8152 email: <a href="mailto:steve.massman@thomsonreuters.com">steve.massman@thomsonreuters.com</a> Mr. Steve Massman (M/S 175) Thomson Reuters (Tax & Accounting) 2395 Midway Road Carrollton, TX 75006						

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## Consolidated Public Retirement Board Confidentiality and Non-disclosure Statement

Protecting confidentiality and understanding the sensitive nature of information recorded at the Consolidated Public Retirement Board (CPRB) becomes the responsibility of every person. We must strictly adhere to a policy of non-disclosure of any information relating to our clients, and every state employee or contract worker working inside of or with our office must sign and abide by this confidentiality statement.

At no time, shall any state employee or contract worker who is working inside or with the CPRB discuss or distribute personal information regarding any client of this agency. This personal information includes, but is not limited to, client or employee salaries, medical history, pension specific information, social security numbers, or any other identifying numbers, addresses, banking information, telephone numbers, or any other data or information excluded from protection by the WV Freedom of Information Act.

"I, STEVE MASSMAN understand the sensitive nature and the confidentiality of the client/employee information stored at the West Virginia Consolidated Public Retirement Board. I therefore acknowledge and agree that personal client/employee information and any other related data is to be treated as confidential information which is not a matter of public record. I therefore agree not to permit distribution or engage in discussion of this information to any person. I understand that, if at any time I am approached by an outside individual, agency or media representative, I shall direct their queries to the Executive Director of the Consolidated Public Retirement Board."

Print Name: \_\_\_\_\_

Mr. Steve Massman (M/S 175)  
Thomson Reuters (Tax & Accounting)  
2395 Midway Road  
Carrollton, TX 75006

Signature: \_\_\_\_\_



Date: 8-18-09

Revised 7/05/07

Individual Vendors

## Pricing Sheet

**RFQ#: CPR10006**

<b>Description</b>	<b>Unit price</b>	<b>Quantity</b>	<b>Extended Price</b>
Print 1099 w/ instructions On the reverse side	\$__0.28__	55,000	\$__15,400.00__
Print or copy insert (duplex)	\$__0.05__	55,000	\$__2,750.00__
Insert forms for mailing	\$__Included__	55,000	\$__Included__
Postage	\$__0.37__	55,000	\$__20,350.00__
1099 Express Licenses	\$__See Extended	8	\$__20,000.00__
Total:			\$__58,500.00 (1)__

**\*\* It is strongly preferred that all vendors submit pricing on this form in lieu of submitting company quotes.**

**\*\*The above quantities are for bid evaluation purposes only. Actual quantities may vary.**

Note:

- (1) Assumes approximately 55,000 forms (1099-R) plus insert and the use of the Thomson Reuters (Tax & Accounting) ONESOURCE 1099 software in lieu of the 1099 Express software for desktop view, edit and print (corrections) capability. See the Thomson Reuters (Tax & accounting) proposal for full company, ONESOURCE 1099 and print overview and value proposition.

## 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:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Title:** \_\_\_\_\_

*\*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: THOMSON REUTERS (TAX & ACCOUNTING) INC.  
Authorized Signature: [Signature] Date: 8-18-09



August 18, 2009

Ms. Krista Ferrell  
Purchasing Division  
West Virginia Consolidated Public Retirement Board  
1900 Kanawha Blvd. East ; Bldg 5, Rm. 1000  
Charleston, WV 25305-0720

Dear Krista,

As businesses grow and adapt to changing environments, new issues arise that must be addressed. Often a company can adapt using its existing resources and tools, but there comes a time when seeking solutions outside of the company makes more sense.

Thomson Reuters (TR) thanks you for the opportunity to propose a 1099 solution to WV CPRB to address the issues you face today and enable you to concentrate your resources on growing your business. We understand the issues you wish to address include: ability to view, edit and print corrections at your desktop and a full service original print, insert and mail of the 1099 R form and inserts.

Since Thomson Reuters and ONESOURCE 1099 offers a full featured 1099 information reporting capability (beyond the print, insert and mail and the ability to view, edit and print corrections at your desktop) we are also suggesting you consider our software and possibly "managed services" to increase operational efficiencies, ensure compliance, mitigate risk and reduce your overall costs associated with your information reporting.

The following overview outlines both the "License" only and the "Manages Services" capabilities and value add WV CPRB may elect to utilize above and beyond the scope of the bid for your RFQ CPR10006. Our bid response (per your Pricing Sheet form) includes the scope of your RFQ CPR10006.

We have the expertise, industry experience, and a strong professional staff with a record of success. We are confident that Thomson Reuters and **ONESOURCE** 1099 have the right solution for WV CPRB.

All the best,

Steve Massman

Regional Sales Manager, **ONESOURCE** 1099

# Proposal from Thomson Reuters

August 18, 2009

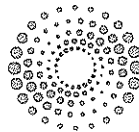
## Presented to:

*Ms. Krista Ferrell  
Purchasing Division*

## *For:*

- **ONESOURCE** 1099 License & Managed Services
- Implementation and Training
- Print and Mailing Services
- On-Going Support

Presented by:



**THOMSON REUTERS**

Steve Massman

Regional Sales Manager, **ONESOURCE** 1099



## PURPOSE FOR THIS PROPOSAL

This proposal addresses the desire of WV CPRB to replace its current 1099 information reporting procedures for original 1099 form print and mailing plus the ability to view, edit and print corrections from your desktop with a cost-effective solution that provides relief from 1099 reporting development and operational burdens and their associated costs and risks, while at the same time potentially establishing a full-featured solution that delivers a higher level of reporting and compliance capabilities than the current process.

## WHAT WE ARE PROPOSING

The solution Thomson Reuters (TR) is presenting for WV CPRB offers more than a software-only application. We propose that in addition to our web-based ONESOURCE 1099 system, WV CPRB utilize the experience and expertise of TR personnel to deliver processing services in order to achieve efficient and complete information reporting. By allowing TR to provide "managed services", WV CPRB gains the confidence and assurance that its information reporting obligations are being met on time and that the WV CPRB staff is utilized for more business-critical tasks.

WV CPRB will have access to the ONESOURCE 1099 system for support of its recipient inquiries (i.e. update and/or review of recipient data) and management review. TR will provide complete implementation as well as on-going services for loading data, managing the ONESOURCE system, processing statements and filings, and loading and processing compliance activities such as B-Notice and penalty notices procedures. TR also provides user training for WV CPRB's support personnel.

## BENEFITS OF "MANAGED SERVICES" WITH TR AND ONESOURCE

Managed Services will save you time, money, hassle, and most importantly, will allow you to concentrate on your more important mission critical "core" business tasks. Among the many **benefits include:**

- **Reduced Costs:** With Managed Services, there is no need to buy, manage or upgrade any hardware, software or laser printers.
- **No IT resources required:** With Managed Services, TR is responsible for filing with the IRS and various states. TR programmers update the filing requirements each year, so you don't have to.
- **Reduced Penalty Risk:** With Managed Services you transfer penalty risk to the Industry experts, at TR.
- **Data Security:** TR recently completed a SAS 70 Type II best practices audit of our Data Center. Also, as part of a publicly traded company, Thomson Reuters is required under Sarbanes Oxley, to have our outside accountants (Ernst & Young) attest to our internal controls which has been completed.
- **Data Accessibility:** As we process your data, you will have up-to-date "real time" access to ONESOURCE 1099, whether at home, or at the office, 24/7, via the web. All that is required is Microsoft's Internet Explorer browser, and an internet connection.
- **Comprehensive / Ease of Use:** TR's web enabled ONESOURCE 1099 application, is easy to use, yet powerful enough for any 1099 filing environment. ONESOURCE 1099 includes all federal, state, Puerto Rico, Canadian, 1099, 1098, 5498 and 1042-S filings. Also, ONESOURCE 1099 includes a robust B-Notice/Penalty tracking and reporting functionality, to easily support penalty abatements.
- **Strategic Partner / Fiscal Strength:** In selecting a business partner, fiscal strength is critical to ensure our partnership is for the long haul. You want an organization that can meet your needs today and tomorrow. ONESOURCE 1099 is part of Thomson Reuters, a fiscally strong (market capitalization over 30 Billion), profitable company, traded on the NYSE (symbol TRI).





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- **Industry Standard:** We are the "Industry Standard" in tax processing, with the largest corporations, banks and accounting firms processing their filings via our Data Center.
- **Quality and Expertise:** Our annual renewal rate is over 99%. A testament to our products, service and support.
- **On-Going Support:** Each client is assigned an Account Manager, Service Manager and Regional Manager who teams with you to ensure a quality filing.

With our Managed Services we import the data, process it, and print, stuff and mail the 1099 statements to your payees. We also file to the IRS and any applicable states. It is our responsibility to keep up with Federal and State law changes as well as store your historical data. If you receive B-Notices for incorrect name/TIN's, we will handle the required B-Notice letters and W-9 payee tracking, so you will be in position to abate any penalties. Best of all, you reduce your risk because for our part of the process, *we* assume the risk of penalties.

***Why trust Thomson Reuters with your data?*** TR has over 44 years of experience managing our client's data and keeping it secure. Our security and disaster recovery abilities have been time tested by the nation's largest corporations, banks and accounting firms. Since 1964, our Data Center has been the industry standard for tax processing. No other vendor can provide you the assurance we can in safeguarding your data. Our data center is owned and operated by Thomson Reuters' professionals - as we believe this to be mission critical to our operations. We process all our clients' data under our roof along with our state-of-the-art Xerox mainframe laser printers. Our data center has been independently audited by major corporations, banks, and accounting firms to ensure we meet their standards. And, our Data Center has completed SAS 70 Type II best practices audit by Ernst & Young.

## **ONESOURCE 1099 LICENSE AND IMPLEMENTATION INCLUDES:**

The following ONESOURCE 1099 functionality and implementation services are included in the Annual Fee:

- **Annual Update:** Update ONESOURCE 1099 for tax law changes, new features, and productivity tools.
- **Concurrent Users:** Defined as users who are simultaneously accessing ONESOURCE 1099.
- **Database Setup:** Establish both a test and production database.
- **Desktop Corrections and Print:** Online access for form corrections and re-prints.
- **Forms:** Includes all 1099 series forms as well as 1098, W-2, 1042-S, 5498, W-9, and Puerto Rico forms 480.6A and 480.7A.
- **Federal and State Filings:** Formatted file for filing via the IRS FIRE system. Also supported are Fed/State CFS filings and individual state filings.
- **State Periodic Reporting:** Generate necessary quarterly and/or Independent Contractor reporting per state requirements.
- **B-Notice Functionality:** Complete B-Notice/Penalty Notice tracking and processing functionality.
- **Management Reports:** Both standard and custom report generation capability.
- **Security:** Includes functionality for security setup of users with specifically defined access rights.
- **User Training:** TR provides User training for your Accounts Payable and customer service representatives.
- **On-Going Support:** Provide on-going technical support.
- **Software & Data Management:** TR provides all software updates for regulatory changes and functionality enhancements.



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- **Data Maintenance:** Includes data backup, retention, security, system availability and prior year access (includes current year plus prior 3 years).
- **First Year Implementation Services:** During implementation, TR will work with WV CPRB to evaluate the data flow requirements of information and payment detail (if desired) from all various source systems to ONESOURCE 1099, determine which data elements to be included in the data extracts, identify which configuration settings within ONESOURCE 1099 are most advantageous, and setup import mapping.

Other items include:

- |                                |   |
|--------------------------------|---|
| ✓ Implementation Project Plan  | ✓ System Testing                          |
| ✓ System Configuration         | ✓ Signoff Approvals                       |
| ✓ Data Specifications Analysis | ✓ Security Requirements and Configuration |
| ✓ Data Mapping                 | ✓ Management Report Requirements          |
| ✓ Support for Data Imports     | ✓ User Training                           |

## **ONESOURCE 1099 MANAGED SERVICES INCLUDES:**

TR will provide WV CPRB with full Managed Services which we handle all 1099-related processing and filing activities throughout the year. The following services are included in the Annual Fee:

- **ONESOURCE 1099 Administrator:** TR administrates ONESOURCE 1099 for items such as User ID maintenance, Payers, security setup and maintenance, and maintaining system configuration.
- **Training:** Provide annual training via WebEx, teleconference or (optionally) onsite as necessary, for new users to maintain ability to access ONESOURCE 1099 for data review and recipient support.
- **Processing Reviews:** Conduct annual pre and post-season process reviews via teleconference or on-site as required.
- **Data Loading:**
  - ✓ Data Mapping - Develop data maps for source file format translations for one source file format translation to TR ONESOURCE file format.
  - ✓ Data Loading from Source Files - On a periodic or annual basis, TR will load information reporting data as required using ASCII formatted files from source system(s), generating appropriate management reports for error checking, reconciliations, and data verification.
  - ✓ Data Loading from IRS Files - Load data directly from IRS files (Pub. 1220 format).
- **Management Reporting:** Setup, prepare, and distribute standard management reports as defined in ONESOURCE for each stage of processing, including data loads, statement printing, federal and state filings, TIN compliance processes, and periodic processing summary reports.
- **Printing & Distribution:**
  - ✓ Forms Printing - Manage batch printing process for year-end original and/or corrected statements for distribution to recipients. TR will print all forms, along with any requested payment detail, insert into standard window envelopes, affix first-class postage, and mail. Envelopes are provided that say "Important Tax Information" and can also include request for address correction verbiage. Postage at first-class rates is also included.
  - ✓ Forms Distribution - Manage distribution process, including envelope stuffing and mailings to recipients, for batch printed original and/or corrected statements.



▪ **Filing:**

- ✓ Federal Filing - Generate and submit annual original and/or corrected federal filings electronically via the IRS FIRE system using WV CPRB's assigned Transmitter Control Code (TCC).
- ✓ Combined Federal/State (CFS) - Generate and submit CFS state filing information with federal filing as appropriate.
- ✓ Direct State Filings - Generate and submit annual direct state filings, including electronic or paper submissions as appropriate. (Per Contract.)
- ✓ Puerto Rico Filings - Generate and submit Puerto Rico filings as appropriate. (Per Contract.)
- ✓ Periodic State/Local Filings - Generate and submit quarterly and other periodic filings as required by individual states for withholding reporting on specified forms, such as W-2 and 1099-R. Plus, any Michigan local (city) returns as appropriate. (Per Contract.)
- ✓ State New Hire/Independent Contractor Reporting - Generate and submit annual direct state filings, including electronic or paper submissions as appropriate. (Per Contract.)

▪ **B-Notices/Penalty Notices:**

- ✓ B-Notice/Penalty Management - Solicit B-Notice and penalty tapes (or paper B-Notice reports) from WV CPRB as necessary, load B-Notice and penalty data, generate TIN solicitations as appropriate, provide management reports for B-Notice and penalty tracking, and generate penalty abatement support for correspondence.
- ✓ B-Notice Printing - Manage batch printing of B-Notices (1st and 2nd) letters and W-9s, for distribution to recipients as appropriate.
- ✓ B-Notice Distribution - Manage distribution of B-Notice letters and W-9s, including envelope stuffing and mailing to recipients.

▪ **TIN Matching and Solicitation Services:**

- ✓ Batch TIN Matching Service - On a periodic or annual basis, TR will generate and submit TIN matching file to IRS as WV CPRB's agent and report results. (Per Contract)
- ✓ Periodic W-9 Printing - Periodically, as specified, batch print standalone W-9 forms as requested for non-B-Notice distributions to recipients.
- ✓ Periodic W-9 Distribution - Manage distribution services, including envelope stuffing and mailing, of batch print standalone W-9 forms to recipients.

## **BENEFITS OF PRINT & DISTRIBUTION SERVICES WITH TR**

TR can provide WV CPRB with full PIM (print, insert and mail) distribution services for original forms, corrected forms, periodic W-9 solicitations and B-Notice letters. The following are the advantages of electing to PIM with TR and ONESOURCE 1099:

- **Ability to track print status in real-time on-line** within ONESOURCE 1099, including when each print job actually is submitted, printed, and when your forms are delivered to the USPS.



- **Ability to fully track 1099 corrections and reprints**--this feature means ONESOURCE 1099 will provide real time audit trail of original, correction and duplicate prints.
- **Risk Management: we offer contractual guarantees on printing by IRS deadlines.** If your data gets to us on time, it is our responsibility to make sure all forms are mailed by the statutory deadlines. If for any reason there is a problem, our contracts explicitly state that we are responsible for any penalties imposed.
- **Optional "payment detail" print on the back of the 1099 statement...**since we use duplex printing, we allow you to list payment details at your option (Check #, Check date, Contract #, Policy # etc.) on the back of the form which clients have found greatly reduces the time and expense of fielding follow-up calls from recipients.
- **Print data is always up to date** due to a tightly integrated ONESOURCE database which insures that your printed forms match the most current data eliminating the chance of timing error.
- **Regulatory compliance** - we process and print tax forms for virtually every major Bank in the country plus a number of financial services companies and are therefore subject to, and in compliance with, Gramm-Leach-Bliley. Your data is safe with our process.
- **Bar coding of Forms**--Optical Machine Reading (OMR) we utilize this advanced technology designed to give you more control over the print process. This provides additional controls throughout the PIM (print/insert/mail) process that insure your forms are all accounted for and this helps prevent errors such as multiple forms in one envelope or duplicate mailings.
- **Ability to view a mirror image (PDF) of any recipients form** on-screen simply by logging into ONESOURCE 1099 via the internet.
- **Ability to create a PDF file for a desktop laser prints** for any recipient, simply by logging into ONESOURCE 1099.
- **Ability to create inserts that become part of the process of desktop printing.** This eliminates any manual intervention when printing desktop reprints or corrections.
- **Significant flexibility in getting forms turned around and printed quickly in the critical end of January timeframe.** (Note: each year we have been able to turn around print files submitted "late" (post 1/25) by clients yet were still able to print and mail by 1/31 for our clients).
- **Form updates:** ONESOURCE 1099 is responsible for providing the most up to date forms; this becomes especially important with late changes to forms from the IRS in any given year.
- **Flexibility in setting up contact information or form messages by payer** within ONESOURCE - this can be done last minute up until the print files are sent.
- **Postage/Zip code validation**--this is an automatic part of our print process.
- **All related PIM (print/insert/mail) charges including:**
  - ✓ Cost to Print
  - ✓ Cost to Fold and Insert
  - ✓ Cost of Sorting
  - ✓ Cost of Spoilage and other miscellaneous items



✓ Cost of Postage

- **Waiver of print file management fee** – when clients utilize our print and distribution services Thomson Reuters waives (saves on) the per form print file creation, presentment and storage fee.
- **The Thomson Reuters one vendor print process is much more efficient** with many less steps for you to go through. Once you are ready to print all we need is your OK, we do the rest. One vendor equals more flexibility in terms of making last minute changes and in getting forms out the door. This is particularly important in the end of January timeframe.
- **Turn-key solution, one vendor, no finger pointing.** If there are any issues, it is one phone call to correct it. There is no transmitting of files from one vendor to another, no reconciliation of the data transferred, no multiple calls to track down issues. It's one call to 1-800-Fast-Tax.

## ON-GOING SUPPORT

Unlimited toll-free software support is available 7:30 a.m. until 7:00 p.m. (CST) Monday through Friday from January 1st, through April 15th. April 16th, through December 31st, support is available from 8:00 a.m. until 6:00 p.m. A Saturday and Sunday support schedule is also maintained during peak times. In addition, each user is assigned an ONESOURCE 1099 Account Manager who is available for additional support outside the scheduled support times.

TR maintains a customer support web-site where ONESOURCE 1099 users can go to download product documentation and release notes. Users can also review Frequently Asked Questions (FAQs) and post questions to ONESOURCE 1099 support. The web-site also provides the latest news about TR's annual User Conferences and ONESOURCE 1099 Advisory Board activities.

Complete user guides are also available on the customer support web site and may be downloaded for viewing and printing. On-line help screens are accessed through the web as well and are updated as needed. Plus, you have access to ONESOURCE 1099 CBT and FAQ's as needed.

## ABOUT THOMSON REUTERS

Thomson Reuters is the world's leading source of intelligent information for businesses and professionals. We combine industry expertise with innovative technology to deliver critical information to leading decision makers in the financial, legal, tax and accounting, scientific, healthcare and media markets, powered by the world's most trusted news organization. With headquarters in New York and major operations in London and Eagan, Minnesota, Thomson Reuters employs more than 50,000 people in 93 countries. Thomson Reuters shares are listed on the New York Stock Exchange (NYSE: TRI); Toronto Stock Exchange (TSX: TRI); London Stock Exchange (LSE: TRIL); and NASDAQ (NASDAQ: TRIN). For more information, go to [www.thomsonreuters.com](http://www.thomsonreuters.com).

ONESOURCE 1099 is a Tax & Accounting business of Thomson Reuters. Within Thomson Reuters, Tax & Accounting is the leading provider of technology and information solutions, as well as integrated tax compliance software and services to accounting, tax and corporate finance professionals in accounting firms, corporations, law firms and government. Tax & Accounting includes the Professional Software & Services, Corporate Software & Services, and Research & Guidance business groups.