Jump to: FORMS Go   Home   Personalize   Accessibility   App Help   About

Welcome, Lu Anne Cottrill | Procurement | Budgeting | Accounts Receivable | Accounts Payable

Solicitation Response(SR) Dept: 1400 ID: ESR02141700000003836 Ver.: 1 Function: New Phase: Final   ▼   Modified by batch , 02/14/2017

Header 📎 3

List View

| **General Information** | Contact | Default Values | Discount | Document Information |

Procurement Folder: 296476

Procurement Type: Central Master Agreement

Vendor ID: 000000184444

Legal Name: SOLUTRAN INC

Alias/DBA:

Total Bid: $0.00

Response Date: 02/14/2017

Response Time: 13:10

SO Doc Code: CRFQ

SO Dept: 1400

SO Doc ID: AGR1700000011

Published Date: 1/30/17

Close Date: 2/14/17

Close Time: 13:30

Status: Closed

Solicitation Description: Banking & Auditing SVCS for the Clearing of Farmers Market

Total of Header Attachments: 3

Total of All Attachments: 3

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

State of West Virginia
Solicitation Response

Proc Folder : 296476

Solicitation Description : Banking & Auditing SVCS for the Clearing of Farmers Market

Proc Type : Central Master Agreement

Date issued	Solicitation Closes	Solicitation Response	Version
	2017-02-14 13:30:00	SR 1400 ESR02141700000003836	1

VENDOR
000000184444
SOLUTRAN INC

Solicitation Number: CRFQ 1400 AGR1700000011

Total Bid : $0.00 **Response Date:** 2017-02-14 **Response Time:** 13:10:06

Comments:

FOR INFORMATION CONTACT THE BUYER
Linda B Harper
(304) 558-0468
linda.b.harper@wv.gov

Signature on File **FEIN #** **DATE**

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Banking & Auditing Services for Program	0.00000	LS	$187,012.000000	$0.00

Comm Code	Manufacturer	Specification	Model #
93141901			

Extended Description : Vendors should fill out the Exhibit A - Pricing Page and attach with their submittal. Enter the Estimated Annual Grand Total from the Exhibit A - Pricing page into the commodity line in Oasis if submitting electronically.

Comments: Note that Estimated Annual Grand Total would be $29,207.90 using 2016 actual corresponding volume.

RESPONSE BY SOLUTRAN, INC.
TECHNICAL PROPOSAL

BANKING SERVICES - FARMERS MARKET NUTRITION PROGRAM FOOD INSTRUMENTS

FOR THE STATE OF WEST VIRGINIA – DEPARTMENT OF AGRICULTURE

CRFQ1400 AGR1700000011
DUE DATE: FEBRUARY 14, 2017

SOLUTRAN®

EXCEPTIONS AND CLARIFICATION

The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

Printing Costs – The RFP specifies printing 130,000 checks; however, the 2016 Sr FMNP season only printed 119,000. If the print volume requested deviates more than 10% of 2016 volume, Creative reserves the right to require a new print proposal as costs are extremely volume based. Pricing is based on one print job for the full quantity for one account version. If the specification of the check booklets deviates from the 2016 proof, a pricing adjustment may be necessary. This statement is necessary as volumes trend down year to year and this RFQ is a fixed

Section 4.1.3.2 Concerns –
- 4.1.3.2 – Vendor file and food cost files are not used by the Program to evaluate price changes and ACH reimburse vendor/farmers accordingly.
- 4.1.3.2.2 – Solutran does not receive Vendor banking information in the Vendor File to accommodate ACH.
- 4.1.3.2.3 – As a clarrification of the returns process, returns are netted from current day presentments to lower the funding request value.
- 5.2.8 – Elsewhere, daily funding transfer (wire) notices are due 10:30 a.m. EST, which is what Solutran agrees to.
- Exhibit A (Pricing Page) - Elsewhere, daily funding transfer (wire) notices are due 10:30 a.m. EST, which is what Solutran agrees to.

SECTION 3. QUALIFICATIONS

3.1. Qualified Vendor will have successfully provided banking, auditing and clearinghouse services for at least two (2) other organizations administering a USDA Farmers Market Nutrition Program. Bidders should provide their own references, which include, at a minimum, the name of the organization for which they performed the services, the dates during which the services were performed, the estimated or actual dollar amount of total transactions processed during the life of the contract, the estimated or actual quantity of transactions processed during the life of the contract, the name or number of the contract under which the services were performed, and the current contact information of the organization's representative who could attest to successful completion of the contract. This document may be provided with the bid, but is required to be provided by the successful Bidder prior to award. One of these organizations can be the Agency (in prior years).

RESPONSE

Solutran believes the best reference is an existing relationship. Solutran has provided banking services and coordinated check printing for West Virginia Sr. FMNP nearly 15-years.

Reference Action	Reference #1	Reference #2
Name of Organization	West VA SFMNP	North Carolina FMNP
Services Origination Date	July 2001	May 2003
Estimated Dollar of Contracted Services	$382,524	$101,556
Estimated Quantity of Contracted Services	95,631	25,389
Active Contract Number	CMA 1400 1400 AGR1412	0132608
Organization Contact Name and Phone	Connie Tolley (304) 558-2210	Tysha Grays (919) 707-5765

3.2. Qualified Vendor must provide a Contract Manager for this Contract who has participated in at least one of the qualifying services in Section 3.1. Bidders should document that the Contract Manager they propose for this Contract (see Section 11) has participated in at least one of the three reference projects by providing a separate resume, or by stating the Contract Manager's role somewhere in the reference.

RESPONSE

Solutran's contact for our proposal is Bradley Hauser, Strategic Relationship Manager.

Mr. Hauser's contact information is:

Email – bhauser@solutran.com
Mailing address – 13305 12th Avenue North, Minneapolis, MN 55441
Phone – (763) 519-7241
Fax – (763) 559-8872

SECTION 4: MANDATORY REQUIREMENTS
4.1.1 BANKING SERVICES — INTERNET-BASED FI SYSTEM
4.1.1.1 *4.1.1.2* *4.1.1.3* *4.1.1.4* *4.1.1.5* *4.1.1.6*

RESPONSE

❯❯ SECURE FILE TRANSFER PROTOCOL

The following narrative discusses the secure file transfer protocol (SFTP) that Solutran will provide to the Department for secure transfer of the issue file, vendor file, reports and redemption file.

Solutran provides a SFTP site for all of our WIC banking customers. The site is folder driven and is easy to use. Our login and password process are compliant with industry standards and controlled by the SFTP site. Our SFTP package is called Tumbleweed and is the same communication protocol used by the Federal Reserve. All files received from the Program through the SFTP site and then loaded into our UPPS system are documented back to the Program with acknowledgement reports.

Solutran's secure FTP site has been in constant operation since June 2008. The SFTP site is the electronic clearinghouse for all files that pass between our UPPS system and the Department's MIS. Solutran's SFTP system has 2048 bit encryption. Solutran sweeps the SFTP site every 15 minutes, removing files sent by the Department and then completes updates three times per day. Files received after 4:00 P.M. Central Time will be updated prior to the next day's processing.

The site is easy to use and the Department is in control of when to archive files from the site that were sent by Solutran. Solutran keeps the files in the archive for 45 days before they are deleted based on timestamps.

Solutran's secure FTP site has:

- Firewall between Internet and our internal networks and a dynamically cocheckgured Cisco switch;
- SSL digital certificates on all websites;
- The use of anti-virus software at several levels within our infrastructure;
- The requirement that critical internet applications require user id and password authentication for access; and
- Periodic security assessment of our Internet infrastructure security by independent parties.

The following flow chart provides an overview of electronic data flow from the UPPS system to the Department's MIS system.
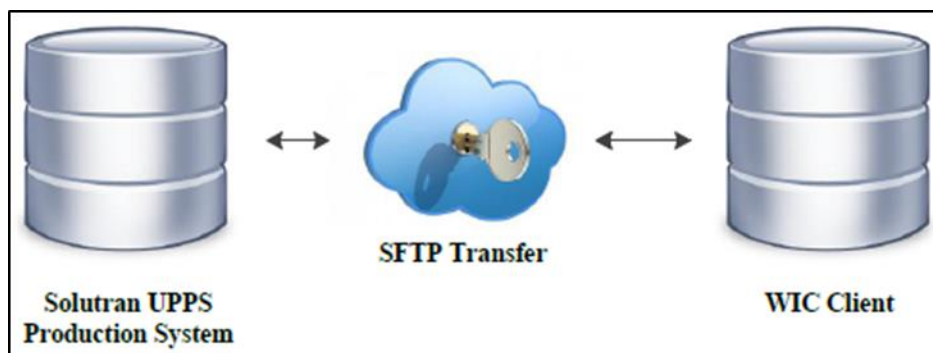
SOAR – SOLUTRAN ONLINE ACCOUNT REPORTING

Solutran Online Account Reporting (SOAR) will provide a three year archive of data and FI images available to the Department.

SOAR SYSTEM INFORMATION

SOAR is a proprietary system developed specifically to meet our clients' and their programs' needs. The requirements for using SOAR are:

- Solutran provided username and password; and
- Internet access using one of the supported web browsers: Internet Explorer (Version 8 and newer), Chrome (recent versions); Firefox (recent versions).

SOAR SYSTEM SECURITY

Solutran understands the privacy issues surrounding access to participant data via FI image or data, therefore our system has multiple levels of security to protect the privacy and safety of your program's account information.

The first time you log into SOAR, it will require you to change your password. You can follow the instructions in the box prompted upon initial login. Once a user logs into SOAR, Solutran uses encryption and user authentication to secure information between customers and SOAR. Solutran also utilizes cookies to increase the security of a SOAR session. The main purpose of cookies is to identify users and possibly prepare customized actions for them. For example, we use cookies to terminate a session automatically if a customer forgets to logout. During your session, SOAR will verify that your browser is utilizing the highest level of security available.

SEARCH SCREEN CAPABILITIES

Solutran provides a system that allows you to customize your search criteria based on your particular needs. The standard search criteria included are listed below.

- Date – Used to narrow down the period that a check was processed to speed up receiving search results.
- Account Number – This allows refinement of the search to a specific account (WIC, FMNP, and SFMNP).

- Check Number – Used for specific check number search, range of check numbers or up to five check numbers at a time in the same query execution.
- Check Amount – Used to find checks that were redeemed for a specific dollar amount or within a dollar range.
- Type Code – The type code is the Program provided code that represents the food package code for a specific check. This criterion allows the user to search all food package codes, specific food package codes, or up to five at a time in the same query execution.
- Check Status – This criterion allows the user to search for different types of paid check s such as compliance buys or ACH payments and allows searches by rejection reason.
- Peer Group – This criterion is provided by the Program and allows queries by vendor peer group or more precise query execution by entering in up to five particular peer groups.
- Vendor Number – Used to refine a search to a specific vendor or range of vendor numbers.
- Redeemed Maximum Percentage – This allows a percentage or a range of percentages to be entered and return the results of which checks were redeemed within that percentage to the maximum allowable. For example, the percentage could be set to "0" and SOAR would return results that matched the MAR.
- Bulk Check Numbers - This allows up to 500 check numbers to be queried.
- WIC ID - Used to refine a search to a specific participant ID.
- Agency/Site - Used to refine a search to a specific Agency or Site.
- First Date to Use – Used to limit search of checks to a specific first date to use. The first date to use is carried over from the Program supplied issuance file.
- Last Date to Use - Used to limit search of checks to a specific last date to use. The last date to use is calculated by Solutran based on the first date to use plus the Program's parameters.

The following is a screen shot of our search screen with a vendor number chosen as a search.

RESULTS SCREEN CAPABILITIES

Once the user has selected the search criteria, SOAR returns the search results per the illustration below. This screen displays individual information for each FI and a hyperlink to the respective image which contains further detailed information.

Items Found: 459 Total $12,354.56			Page 1 of 23 [New Search] [Help with this Screen]			Page: [First] <Previous< [20 per Page] [50] [100] [500] [Download]		>Next> [Last]
Line #	☐	☐	Date	Check #	Vendor #	Amount	Max Amount	Check Status
1	☐	☐	08/08/2014	100000647	8692	22.92	0.00	P13
2	☐	☐	08/01/2014	100033306	8692	4.32	6.00	P18
3	☐	☐	08/01/2014	100037293	8692	8.57	10.56	P15
4	☐	☐	08/01/2014	100040725	8692	9.08	10.00	P18
5	☐	☐	08/01/2014	100040726	8692	2.00	2.00	P18
6	☐	☐	08/01/2014	100040728	8692	26.99	38.11	P0
7	☐	☐	08/01/2014	100040729	8692	10.97	12.84	P0
8	☐	☐	08/01/2014	100042548	8692	10.56	19.32	P0
9	☐	☐	08/05/2014	100043336	8692	33.69	44.50	P0
10	☐	☐	08/08/2014	100044101	8692	12.35	56.16	P0
11	☐	☐	08/12/2014	100044924	8692	5.94	6.00	P18
12	☐	☐	08/12/2014	100044926	8692	45.12	58.67	P0
13	☐	☐	08/01/2014	100046268	8692	17.14	29.20	P0
14	☐	☐	08/01/2014	100046471	8692	10.37	12.84	P0
15	☐	☐	08/06/2014	100051344	8692	6.78	10.56	P0
16	☐	☐	08/06/2014	100052378	8692	26.91	38.49	P0
17	☐	☐	08/13/2014	100052379	8692	13.12	16.59	P0
18	☐	☐	08/06/2014	100059803	8692	28.20	38.11	P0
19	☐	☐	08/12/2014	100059805	8692	5.78	6.99	P0
20	☐	☐	08/13/2014	100060001	8692	10.00	10.00	P18
Items Displayed: 459 Total $12,354.56			Page 1 of 23			Page: [First] <Previous<		>Next> [Last]

Clicking once on a column header sorts these results based on that field in ascending order. An additional click on the column header sorts the results based on that field in descending order. Clicking on the instrument number will allow you to retrieve the image of the instrument as well as other supporting information tying to the particular item. SOAR also allows the user to download the results into a comma separated value file (which can be loaded into Excel for data manipulation).

SAMPLE FOOD INSTRUMENT IMAGE

The FI image is displayed with both front and back images showing. The user may customize the view to enlarge parts of the check. The Program can also print the FI image. The printed copy will have both the front and back of the FI on the front of a single piece of paper. On the following page is an example of the FI image display. The participant name, ID number, bank account and signature have been removed for privacy reasons.

BULK CHECK NUMBERS

The "Bulk Check Numbers" field allows up to 500 FI numbers to be queried. There are two ways to populate this field. One option is to enter up to 500 comma separated FI serial numbers from an Excel document and paste it within the Bulk Check Numbers box.

The results from the query will appear as you select the FI number from the Query Results screen. An additional internet browser window (pop-up) will display the image and detail referred to below as the Image Results screen. This allows the user to navigate FI image by FI image through the Image Results screen and mark the corresponding Line Number in the Query Results screen. Doing so will allow you to print only the selected images.

QUERY RESULT AND IMAGE RESULT SCREENS

REPORT MODULE

Solutran also provides two different reporting modules available through SOAR. The Check Summary Query and Check Type Average Query. The goal of these report modules is to provide summary data that can be reviewed at various levels of detail.

MONTHLY/DAILY REPORTS

The Check Summary Query function in SOAR provides the user the ability to look at data in a summary mode by month, by day, by paid code or by return code. The following screen shot shows a query for May 2014 through July 2014.

Monthly / Daily Report

Report Type: Monthly

Start Month (MMYY): 0514

End Month (MMYY): 0714

Download to Excel(csv) file? No

Generate Report

WIC SUMMARY REPORT
Account:
Date Range: 05/01/2014 - 07/31/2014   [Download]

MONTH	Paid Check Count	Amount Paid	Rejected Check Count	Amount Rejected
May	92558	$2,261,104.32	329	$10,037.73
Jun	91985	$2,235,477.52	358	$7,980.80
Jul	103096	$2,527,905.00	412	$12,954.14

In the above screen shot, summary data for May through July is provided month by month. The summary data is displayed by month, paid instrument count, amount paid, rejected instrument count, and amount rejected. By clicking on the name of a specific month, a daily breakdown for that month is displayed as shown below.

As with SOAR's other screens, blue underlined data fields are hyperlinks to drill down farther into detailed data ultimately resulting in individual instrument information.

Solutran uses a system of paid codes to identify if the instrument has had any exception handling and then assigns a specific code to that instrument record. For example if an instrument was a compliance buy, the system would apply a paid code of P03. If the instrument had been reported as a void on an issuance record from the Program but passed all edits and was redeemed a paid code of P12 would be assigned. By clicking on the paid check count hyperlink, the user will see all the processed items summarized into the various paid codes.

WIC SUMMARY REPORT
Account:
Date: 07/01/2014   [Download]

Paid Code	Count	Amount
REGULAR PAID Regular Paid	7272	$190,730.64
VOID Void	2	$59.49
PREVIOUSLY RETURNED Previously Returned	9	$161.28
REDEEMED AT MAXIMUM Redeemed at Max	600	$5,389.00

Click HERE to return to report menu

Clicking on a specific category name displays a breakdown for that category at the individual instrument level. See the screen shot below.

WIC SUMMARY REPORT
Account:
Date Range: 07/01/2014 - 07/31/2014   [Download]

Date	Paid Check Count	Amount Paid	Rejected Check Count	Amount Rejected
07/01/2014	4321	$117,585.41	25	$433.26
07/02/2014	3526	$93,286.43	46	$1,258.90
07/03/2014	1977	$53,132.23	68	$1,257.03
07/07/2014	3603	$94,234.38	54	$1,632.22
07/08/2014	3233	$85,802.87	84	$3,528.87
07/09/2014	5169	$134,617.61	105	$4,588.11
07/10/2014	2156	$58,923.84	112	$5,524.43
07/11/2014	4859	$132,378.63	90	$4,273.75
07/14/2014	3001	$86,133.19	54	$2,008.06
07/15/2014	7183	$192,341.81	128	$4,884.35
07/16/2014	6519	$169,975.59	120	$3,514.11
07/17/2014	2123	$55,358.92	43	$1,568.41
07/18/2014	5437	$147,956.86	67	$1,933.19
07/21/2014	2566	$73,026.47	58	$1,849.56
07/22/2014	7716	$203,052.22	136	$4,632.96
07/23/2014	7358	$187,721.92	98	$3,129.62
07/24/2014	2790	$74,616.22	66	$2,225.00
07/25/2014	7011	$184,603.86	100	$2,711.45
07/28/2014	3047	$82,538.21	44	$1,598.35
07/29/2014	9498	$252,323.56	107	$2,763.41
07/30/2014	8599	$218,596.99	123	$3,346.36
07/31/2014	3754	$99,358.58	61	$1,856.42

On each results screen, there is a download function to execute a download into a comma separated value file that can be used with Excel.

4.1.2 PRINTING AND DELIVERY OF FOOD INSTRUMENTS

4.1.2.1
4.1.2.2
 4.1.2.2.A – 4.1.2.2.F
4.1.2.3
 4.1.2.3.A – 4.1.2.3.F
4.1.2.4
4.1.2.5
4.1.2.6
4.1.2.7

RESPONSE

» CREATIVE DIVISION OF ROYAL BUSINESS FORMS AND PRINTING, INC.

The Program will continue to use The Creative Division of Royal Business Forms (Creative) to provide the printing and distribution of SFMNP coupon stock for the Program. Creative is located at 600 Twelve Oaks Center Dr., Suite 215, Wayzata, MN 55391. Mark Heesen is the contact person for the Program. Mark can be reached at mheesen@cbfmn.com or (952) 476-2200.

Creative was founded as Creative Business Forms (CBF) by its President, John Schommer, in 1985 as an independent printing distributor. Over the years Royal Business Forms (RBF) has been CBF's primary supplier for financial documents. CBF and Royal Business Forms both recognize the need not only to anticipate customers' ever changing needs but to bring customers a new and unique flow of ideas which help accomplish their objectives. As of January 1, 2006 CBF joined RBF to operate as The Creative Division of Royal Business Forms (Creative). This union provides a larger customer support team to take care of the needs of the many WIC and financial document programs. Creative/RBF employs a well-trained staff that provides the services of printing, shipping, customer service, and check design.

Creative's relationship with Solutran dates back to 1986 when Creative started producing rebate checks for Solutran's customers. What began as a singular program to print rebate checks has grown into a specialized line of MICR document product offerings that includes the WIC market. In 1995, Creative entered the WIC market. Creative handles checks for numerous state WIC, WFMNP or SFMNP programs. They provide services to Alabama, Louisiana, Maryland, Mississippi, Montana, Nebraska, New Jersey, North Carolina, Rhode Island, South Carolina, Wisconsin, the territory of Guam, and several Native American Tribes. Over the past 17 years Creative has produced hundreds of millions of checks for WIC, WFMNP, and SFMNP programs for Solutran customers.

❯❯ PRINTED FI REQUIRMENTS CREATIVE WILL ADHERE TO ACCORDING TO AGENCY PROOF
- Printed Valid Use Dates (first and last date to spend)
- Printed Date specific to Farmer on reverse side (Must Be Deposited By November XX, 2017)
- Printed Sequential Serial Number that is unique
- Printed Not to Exceed Value, previously $2.00
- Printed Participant Signature area and line

❯❯ FOOD INSTRUMENT TO MATCH EXHIBIT B
- Bear the Program information in upper left corner
- Agency logo
- Appropriate X9 Standard area for endorsement
- Authorized Program Vendor Number stamp area
- Stapled booklets and cover sheet to resemble previous seasons

❯❯ AGENCY ORDER PLACEMENT PROCEDURES
- Creative will provide proof within five (5) business days of authorized order
- Creative will adhere to delivering printed stock within 21 calendar days from the Agency's written approval

❯❯ BOOKLET SHIPPING
- Booklets of 500 per box
- Adhering to Exhibit C Shipping label

≫ FI PARAMETERS

- Size 3 ½" x 8 ½"
- A single check stub is specified but not included in Exhibits
- Ledger Weight check stock

≫ FI PACKAGING

- Delivery of stock will be provided within 21 calendar days from the Agency's written approval
- A packaging slip with beginning and ending FI numbers and box number sent to Agency

4.1.3 BANKING SERVICES – CLEARING FOOD INSTRUMENTS

4.1.3.1
 4.1.3.1.1 – 4.1.3.1.11

4.1.3.2
 4.1.3.2.1 – 4.1.3.2.11

RESPONSE

≫ EDIT CRITERIA

Solutran has all of the programming in place to perform the required edits. For those checks that fail these edits, Solutran will return the check image to the Bank of First Deposit (BOFD) in an electronic Image Exchange file. An automated image overlay stamp with the return reason is applied to improve consistency, readability – assuring that the vendor receives accurate and readable return reasons.

There are three types of edits performed by Solutran:

- **System Performed** - automated edits that are performed by the UPPS and Keyed From Image (KFI) systems and are based on a combination of data comparisons between data captured from the face of the check and data provided by the State (stop payment, stale dated, postdated, etc.).
- **Data Entry Performed** - manual edits that rely on a data entry operator to visually cocheckrm the edit (altered, missing signature, missing vendor number etc.).
- **Combination** - The last type of edit is a combination of System and Data Entry Performed edits (invalid vendor).

The following table identifies the return, the type of edit and how the edit is performed.

Return Reason	Edit Type S – System Performed D – Data Entry Performed C - Combination	Performance
Post Date Stale Date	C	The system compares the Solutran process date of the check to the open period of the current season schedule. If the check is received before or after the season dates, the check is rejected. The account is considered inactive outside of the seasal dates and marked as closed. [Closed Account/Void – Do Not Redeposit]
Not To Exceed Amount Over Reasonable Dollar	S	The "Not To Exceed" amount must not be greater than "maximum amount" of the check. [Over Max $ Amount/ACH may apply - Void]
Stop Payment	S	Extremely rare to see Stop Payments. [Stop Payment/Void – Do Not Redeposit]
Previously Rejected	S	Previously returned checks marked fatal/void are automatically returned again (Post, Stale, Not to Exceed, Over Reasonable Dollar, Stop, Altered, Invalid Vendor and Missing Signature. [Second Presentment/Void – Do Not Redeposit]
Altered	D	Each check image is reviewed to assure that no visible alterations can be seen to the valid month and year or the dollar amount. If alterations are present, the check will be rejected.

Return Reason	Edit Type S – System Performed D – Data Entry Performed C - Combination	Performance
Missing Vendor Stamp Unreadable Vendor Stamp Invalid Vendor Stamp	C	Data entry captures the vendor number from the face of the check image. The captured number is compared to the State provided vendor stamp number to verify that the vendor is approved. Prior to returning missing/unreadable, the endorsement area is reviewed using Edit Endorsement services. If the vendor stamp number is not approved, the check is rejected. 8888 is an option for Unreadable stamps. Approved stamps should contain "WVFMNP" [Missing Vendor Stamp/Stamp and Resubmit] [Unreadable Vendor Stamp/Stamp and Resubmit] [Invalid Vendor Stamp/Void Do Not Redeposit]
Missing Signature	D	Each check image is reviewed for a signature. If no signature is present, the check will be rejected. [Missing Signature/Void – Do Not Redeposit]

❯❯ GENERAL DAY TO DAY ACTIVITY

- Section 4.1.3.2. specifies a vendor file and food cost file used for food cost changes and ACH reimbursemetns to vendors. Solutran acknowledges that the Program has not and will not supply this type of file for price change evaluation and ACH reimbursement. All checks have the stated value on the face of the check.
- Edit Endorsement services provide an additional service that attempts to read the endorsement for the Farmer name provided in the Vendor File if a missing or unreadable stamp occurs.

- Previously returned items noted in 4.1.3.2.2 that are not fatal/void are allowed to correct and resubmit. No ACH reimbursement has been part of the Program's services in the past and current files provided by the Program do not allow for ACH service. A nonfatal edit allowed for resubmission is noted as a PC-15 Previously Returned (yet paid) item. An exception is noted on page 2.
- Section 4.1.3.2.3 addresses our return overlay descriptions that aid the Farmer/Vendor by stipulating the return reason. An exception for funding timelines and how previous day returns are netted from current day presentments is noted on page 2.
- A daily redemption file (paid and return items) is posted to the sFTP.
- MICR line errors occur when the presentig bank submits incorrect data to Solutran. If errors are determined, a spreadsheet of changes are provided to the Agency.
- Sr. FMNP has one account. Monthly invoices will represent the Agency's activity.
- Many Programs zero-balance their account, Solutran can accommodate and provide funds request details by 10:30 EST.
- Solutran will provide online access to images within three days of presentment.
- SOAR – Solutran Online Account Reporting is our online portal that provides query based research on images and presentment data.
- sFTP is provided for file exchanges.

RESPONSE BY SOLUTRAN, INC.
COST PROPOSAL

BANKING SERVICES - FARMERS MARKET NUTRITION PROGRAM FOOD INSTRUMENTS

FOR THE STATE OF WEST VIRGINIA – DEPARTMENT OF AGRICULTURE

CRFQ1400 AGR1700000011
DUE DATE: FEBRUARY 14, 2017

SOLUTRAN®

EXHIBIT A – PRICING PAGE

An exception to printed check volume is noted on page 2 of the Technical Proposal. Pricing for Food Instrument Printing must be rebid if requested volume falls 10% or greater from the 2016 printed volume of 119,000.

	Description of Service	Unit of Measure	Unit Cost	Estimated Yearly Quantity	Extended Total
1	Price per FI for FIs presented, edited and paid	FI	$0.15	1,000,000	$150,000.00
2	Price per FI for FIs rejected	FI	$1.25	6,000	$7,500.00
3	Stamp from endorsement service	FI	$0.80	9,600	$7,680.00
4	Data Entry for NO Issuance FIs	FI	$1.00	1,200	$1,200.00
5	Price per FI for FIs paid and pulled for return to state:				
	a. Compliance FIs	Fl	$1.00	180	$180.00
6	Stop Payment for selected FIs	Fl	$5.00	2	$10.00
7	Daily Balance Reporting	Account/ Month	$300.00	12	$3,600.00
8	Daily wire transfer by 10:30 AM EST	Wire	$3.00	252	$756.00
9	Cost per Food Instrument printing FIs	Ea	$0.0785 *	200,000	$15,700.00
10	Cost of Freight for shipping FIs to agency	Ea	Pass thru	1	Pass thru
11	Rate of interest charged for one day delay in payment	Per day	Prime + 3% +$75	$130,000	$86.00
	Estimated Annual Grand Total				$186,712.00

* The RFP specifies printing 130,000 checks; however, the 2016 Sr FMNP season only printed 119,000. If the print volume requested deviates more than 10% of 2016 volume, Creative reserves the right to require a new print proposal as costs are extremely volume based. Pricing is based on one print job for the full quantity for one account version. If the specification of the check booklets deviates from the 2016 proof, a pricing adjustment may be necessary.

Vendor Name: <u>Solutran, Inc.</u>   Signature:_____

PURCHASING AFFIDAVIT

MANDATE: Under W. Va. Code §5A-3-10a, 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: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (*W. Va. Code* §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: ___Solutran, Inc.___

Authorized Signature: ___Carmen Nordstrand___ Date: ___2/14/2017___

State of ___Minnesota___

County of ___Hennepin___, to-wit:

Taken, subscribed, and sworn to before me this _14th_ day of ___February___, 20_17_.

My Commission expires ___January 31___, 20_19_.

AFFIX SEAL HERE

NOTARY PUBLIC ___[signature]___

Purchasing Affidavit (Revised 08/01/2015)

SCOTT JEFFERY NORDSTRAND
NOTARY PUBLIC – MINNESOTA
My Commission Expires
January 31, 2019