



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
BEP08063

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
JOHN ABBOTT
304-558-2544

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

BUREAU OF EMPLOYMENT PROGRAMS
 OFFICE OF ADMIN. SUPPORT-5302
 112 CALIFORNIA AVENUE
 CHARLESTON, WV
 25305-0112 558-2634

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/25/2008				

BID OPENING DATE: **03/06/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM #03 THIS ADDENDUM IS ISSUED TO ANSWER VENDOR QUESTIONS RELATING TO THE PREVIOUSLY ISSUED ADDENDUM #01.						
0001	1	LS		946-35		
ELECTRONIC PAYMENT CARD (EPC) SERVICES						

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 \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, 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 Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

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 cases 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.

SIGNED BID TO:

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

ADDENDUM #03
Workforce West Virginia BEP 08063
Response to Additional Questions from Addendum #1

- Q1. With the release of an updated Appendix B, has Appendix A been deleted?
 A1. Yes. Appendix A has been deleted.
- Q2. There appear to be no requirements regarding ACH routing and ACH origination services. Typically, we would expect to see RFP questions/requirements around ACH timing, file formats, settlement instructions, return ACH handling, notification of change (NOC) handling, account requirements, collateralization of account balances, balance reporting, etc. Please provide requirements so that all bidders have an equal opportunity to respond appropriately.
 A2. WORKFORCE West Virginia will send a daily file that contains our customer bank account information as well as the dollar amount to be deposited into the account. It is NOT our intent for the vendor to establish individual accounts for claimant's who wish to receive their unemployment benefits via direct deposit with their individual banks.
- Q3. Does the State intend to provide pricing categories in Appendix B for ACH origination and routing services? The typical fee categories for these services include:
- ACH Monthly Maintenance
 - ACH Credits Originated
 - ACH Debits Originated
 - ACH Transmission
 - ACH Return
 - ACH Notification of Change
 - Miscellaneous ACH charges
- Additionally, we would expect to see pricing categories for each of the following categories typically required in an ACH implementation:
- ACH Debit Blocking Maintenance
 - DDA Account Maintenance
 - Credits/Debits Posted
 - Miscellaneous Depository Items
 - Balance Reporting Maintenance
 - Balance Reporting Accounts
 - Balance Reporting Items
- A3. See revised Appendix B.
- Q4. It is our understanding that the State is requesting the bidders provide ACH origination services as well as ACH routing services. As an ACH originator, the State would be required to open a depository account for ACH Funding/Settlement with the bidder, assuming the bidder is a financial institution. As such, is it a requirement that the bidder be a designated depository of the State of West Virginia Treasurer's Office?
 A4. WORKFORCE West Virginia will send a daily file that contains our customer bank account information as well as the dollar amount to be deposited into the account. It is NOT our intent for the vendor to establish individual accounts for claimant's who wish to receive their unemployment benefits via direct deposit with their individual banks.

Workforce West Virginia BEP 08063
Response to Additional Questions from Addendum #1

- Q5. Can the State please clarify collateralization requirements?
A.5 Our agency does not have collateralization requirements.
- Q6. Will the State be sending a daily NACHA formatted file to originate the ACH payments?
A6. Yes, a daily file will be sent.
- Q7. How would the state prefer to receive notification of returned ACH items? (Via Fax, incoming transmission, or online?) Also, how would the State prefer to receive notification of Notification of Change instructions?
A7. Any of these methods would be acceptable.
- Q8. Does the State require information-reporting services for the ACH origination account for purposes of balancing and reconciliation?
A8. Yes
- Q9. Does the State require ACH Debit Blocking services on the ACH origination account?
A9. No

REVISED BID FORM

Debit Card Services – BEP08063

Fee Schedule

Type of Service Fee	Estimated Quantities*	State's Unit Fee	State's Total	Claimant's Unit Fee	Claimant's Total
Setup Fee	33,000	\$	\$	\$	\$
Monthly Account Services	33,000	\$	\$	\$	\$
<u>ATM Withdrawal</u>					
Minimum 2 free ATM withdrawal transactions per month	792,000	\$	\$	\$	\$
Additional ATM withdrawals per month	39,600	\$	\$	\$	\$
ATM transactions performed outside of the U.S.	100	\$	\$	\$	\$
<u>Balance Inquiry</u>					
Telephone balance inquiries through toll-free IVR	396,000	\$	\$	\$	\$
Web balance inquiries	792,000	\$	\$	\$	\$
ATM balance inquiries	792,000	\$	\$	\$	\$
Account Overdraft	1,000	\$	\$	\$	\$
Denial for insufficient Funds	1,000	\$	\$	\$	\$
Account inactivity beginning 12 months after last account activity	1,000	\$	\$	\$	\$
<u>Card Issuance Services</u>					
Card deactivation	1,000	\$	\$	\$	\$
Card reactivation	1,000	\$	\$	\$	\$
Expired card replacement	1,000	\$	\$	\$	\$
Additional card issuance	1,000	\$	\$	\$	\$
One card replacement requested by cardholder	1,000	\$	\$	\$	\$
Additional card replacements requested by cardholders	1,000	\$	\$	\$	\$
Web account services	33,000	\$	\$	\$	\$
Cardholder contact to customer services	316,800	\$	\$	\$	\$
Change of PIN	1,000	\$	\$	\$	\$
Monthly Statement	198,000	\$	\$	\$	\$
Account transaction research	1,000	\$	\$	\$	\$
Point of sale (POS)	3,200,000	\$	\$	\$	\$
Conversion of foreign currency	100	\$	\$	\$	\$
Overnight delivery services requested by cardholder	100	\$	\$	\$	\$
Monthly Operating Fee	100	\$	\$	\$	\$
Sub-Total from Page 1			\$		\$

Continued on Page 2...

REVISED BID FORM

Debit Card Services – BEP08063

Fee Schedule

Type of Service Fee	Estimated Quantities*	State's Unit Fee	State's Total	Claimant's Unit Fee	Claimant's Total
<u>ACH Origination and Routing</u>					
ACH Monthly Maintenance	10,000	\$	\$	\$	\$
ACH Credits Originated	10,000	\$	\$	\$	\$
ACH Debits Originated	10,000	\$	\$	\$	\$
ACH Transmission	10,000	\$	\$	\$	\$
ACH Return	10,000	\$	\$	\$	\$
ACH Notification of Change	10,000	\$	\$	\$	\$
Miscellaneous ACH Charges	10,000	\$	\$	\$	\$
<u>ACH Implementation</u>					
ACH Debit Blocking Maintenance	1,000	\$	\$	\$	\$
DDA Account Maintenance	1,000	\$	\$	\$	\$
Credits/Debits Posted	1,000	\$	\$	\$	\$
Miscellaneous Depository Items	1,000	\$	\$	\$	\$
Balance Reporting Maintenance	1,000	\$	\$	\$	\$
Balance Reporting Accounts	1,000	\$	\$	\$	\$
Balance Reporting Items	1,000	\$	\$	\$	\$
Sub-total from Page 2			\$		\$
Grand Total			\$		\$

**Estimated quantities are provided for calculation purposes only and are not intended to imply or reflect actual transactions or expectations of WORKFORCE West Virginia*