



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
WWV09853

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
FRANK WHITTAKER
304-558-2316

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
04/03/2009				

BID OPENING DATE:

04/16/2009

BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
***** ADDENDUM NO.1 *****						
THIS ADDENDUM IS ISSUED TO REPLACE PAGES 6 THROUGH 12 OF THE ORIGINAL SPECIFICATIONS WITH THE ATTACHED REVISED SPECIFICATIONS, PROVIDE THE ATTACHED TECHNICAL QUESTIONS AND ANSWERS, ATTACHMENTS A & B, AND EXHIBIT 1						
THE BID OPENING DATE AND TIME HAVE BEEN EXTENDED TO: APRIL 16, 2009 AT 1:30 PM						
0001	1	LS		946-25		
BANKING SERVICES						
***** THIS IS THE END OF RFQ WWV09853 ***** TOTAL:						

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, 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
WORKFORCE WEST VIRGINIA
REQUEST FOR QUOTATION
WWV-09-853**

WORKFORCE West Virginia (WFWV), is requesting bids from financial institutions to provide banking services for benefits distribution to our clients as well as clearing account functions.

GENERAL INFORMATION

WFWV distributes benefits to clients who receive checks via Unemployment Compensation Benefit Payment, Trade Readjustment Act, Disaster Unemployment Act, Trade Adjustment Assistance Act, Alternate Trade Adjustment Assistance Act, Health Care Tax Credit, and other special funds.

WFWV has two (2) separate clearing accounts – 1 for the receipt of employer contributions and issuance of refunds for overpayments and 1 for the receipt and transfer of other federal monies.

A. TASKS REQUIRED FOR BENEFIT ACCOUNTS:

I. Descriptions of Accounts

The financial institution will provide WFWV with the following accounts:

- A. Unemployment Compensation Benefit Payment Account – This account is used to pay Unemployment Benefits to claimants.
- B. Trade Readjustment Act Account – This account is used to pay claimants that are affected by Foreign Competition.
- C. Disaster Unemployment Act – This account is used to pay claimants that are unemployed due to a type of disaster (i.e. Business was flooded).
- D. Special Account – This account is used to pay for court costs for appeals, and other costs not associated with benefit payments. Funding for this account comes from a transfer from the Unemployment Compensation Benefit Payment Account.
- E. Trade Adjustment Assistance Act – This account is used to pay participants registered in the training program.
- F. Alternate Trade Adjustment Assistance – This account is used to pay participants in the Trade Adjustment Assistance program that are over the age of 55.
- G. Health Care Tax Credit – This account is used to pay insurance for participants of the Trade Adjustment Assistance program.

NOTE: WFWV also retains the right to open up to four (4) additional accounts if necessary.

II. Service Requirements

- A. The financial institution must provide WFWV with online access to all accounts. WFWV must have the ability to view account balances and account activity, transfer funds between accounts, issue stop payments, and process ACH payments.
- B. WFWV will send a report electronically by 8PM containing all checks written against the account on a daily basis. On a daily basis, the financial institution must provide WFWV a report listing, if any, exceptions of checks that do not match the electronic file. This report should be submitted to WFWV by 11 AM on a daily basis. WFWV will respond to any exceptions by 12 PM, or within one hour of receipt of the exception report from the vendor. In the event that WFWV does not respond to the exception report, the "default" will be to honor those exceptions. WFWV reserves the right to change the "default" at any time. The financial institution must pay all benefit checks written on WFWV's accounts when presented for payment unless there are exceptions that are deemed to be invalid after investigation.
- C. The financial institution must, on a monthly basis, provide separate electronic transmittals of the monthly check reconciliation data for each account. Specifications on the transmittal content must be provided to the financial institution by the WFWV prior (to be determined). The financial institution shall also provide a hard copy listing of all checks paid for each of the accounts. The checks shall be listed in groups of one hundred items with the subtotals as well as a grand total at the end of the listing. Also the financial institution must provide on-line access of the imaged copies of all checks cleared or via CD Rom if on-line access is not available. All items required by this paragraph must be provided by no later than the ninth calendar day of the month following the month said checks are paid. The Management Information Systems (MIS) Division reserves the right to accept or reject electronic transmittals provided by the financial institution. Transmittals rejected will be returned to the Bank with problems identified and the financial institution will have five calendar days to provide a corrected file.
- D. The financial institution is not required to sort in numeric order and deliver to WFWV all checks paid on each account. Checks, instead, will be destroyed after 45days. All checks are required to be imaged.

III. Compensation

- A. The number of items processed will be furnished to WFWV by the financial institution on the monthly account analysis and will be subject to verification by the WFWV. The reserve requirement will be furnished to WFWV by the financial institution and will be subject to verification by WFWV. The earnings rate will be determined by the Bank. WFWV plans to keep a minimum balance in all accounts.
- B. At the conclusion of each month, the financial institution will complete form 84-13, attached hereto as "Attachment A", and will compare the compensable service charges (Expense Analysis) with the Bank's total interest earnings (Income Analysis). On the basis of the review, the financial institution will submit an invoice for the difference of Expense over Income. The only service charges allowable in any resulting contract shall be the per draft charges quoted in the attached bid sheet.

B. TASKS REQUIRED FOR CLEARING ACCOUNTS:

I. Descriptions of Accounts

The financial institution will provide WFWV with the following accounts:

- A. Clearing Account A – Funds flowing in this account will be the employer contributions to the unemployment compensation system and checks will be written for employer refunds.
- B. Clearing Account B – This special clearing account will be established for the same-day processing of federal monies. No checks will be written on this account.

II. Service Requirements

- A. The financial institution will receive and accept all regular deposit checks delivered to it by a courier on a daily basis from WFWV at 112 California Avenue, Charleston, WV by 3:00 PM, daily, and will be responsible for employing said courier and acquiring the necessary security of said funds after they leave WFWV. Cost will be usual and customary for both accounts and should be expensed in the proper location on Federal form 84-14, attached hereto as "Attachment B", for clearing account "A".
- B. The financial institution will credit the WFWV for all such deposits on the Bank's ledgers on the same day that the deposit is delivered.
- C. The financial institution, by 10:30 AM on the day following the deposit pick-up, will: (1) process the deposit checks through the proof WFWV and sort such deposit checks by zero-, one-, and two- day clearing times; and (2) provide WFWV with the collected balance, upon request. The financial institution will send an e-mail each morning to WFWV of the total cash balance on hand to the Assistant Director of FAM, Accounting Section and his designee(s). WFWV will be responsible for determining the amount of transfer to the trust fund. Said transfer will be made in increments of five thousand dollars.

Federal Limitation Unemployment Insurance Program Letter No. 52-77, promulgated by the U. S. Department of Labor, specifies that funds deposited by WFWV in a clearing account must be transferred no later than the second business day following the day of deposit.

- D. The financial institution will debit or credit to the account any insufficient funds checks and deposit errors, and will return items with associated debit and credit slips to WFWV by messenger by 3:00 PM each day.
- E. The financial institution must provide the WFWV with online access to all clearing accounts. WFWV must have the ability to view account balances, daily deposits, and account activity, to transfer funds between accounts, and process ACH payments.
- F. The financial institution will provide a monthly account analysis report on a form prescribed by the United States Department of Labor for the clearing account "A". Currently, the United States Department of Labor prescribes Federal Form 84-14, attached hereto as "Attachment B", but reserves the right to alter or amend said form. The financial institution agrees to supply the Monthly Income and Expense Analysis not later than the 15th calendar day of the subsequent month. Should the 15th calendar day of the month fall on a weekend, the financial institution agrees to supply this analysis on the preceding Friday.

- G. The financial institution hereby agrees that the highest daily ledger balance or the highest daily deposit, whichever is greater, in all accounts less the federally insured amount of \$250,000.00 or the current prevailing amount or the corresponding month of the preceding year will be collateralized so that such amount is never greater than 90% of the market value of collateralization. The collateral shall be equal to the sum of all account balances for WFWV. The determination of the initial collateralization will be a function of the daily ledger balance or the highest deposit; whichever is greater, for the corresponding month of the preceding year. According to West Virginia state Code fA-3-4(8), the financial institution agrees that liquidated damages shall be imposed at the rate of \$100.00 per day for failure to provide collateral requirements. This clause shall in no way be considered exclusive and shall not limit the State or WFWV's right to pursue any other additional remedy to which the State or WFWV may have legal cause for action including further damages against the financial institution. The Executive Director may waive this assessment if, in his judgment, circumstances beyond the control of the financial institution caused the collateral deficiency. Any such circumstances must be documented in writing and submitted to the Executive Director for consideration.
- H. Withdrawal or substitution of any collateral pledged as security may be permitted with the approval of the Executive Director. Chapter 12, Article 1, Section 4 of the West Virginia code states, "All pledge securities must be delivered to the safekeeping agent designated by the State Treasurers Office."
- I. Acceptable forms of collateral will be in accordance with those provided in the Collateral Policy and Procedures Manual of 2009 as provided by the Office of the State Treasurer.
- J. The financial institution will have the capability of receiving and transmitting monies by wire. Said monies received by the financial institution will be considered immediately collectable and available for transfer.

III. Compensation

1. The number of items processed will be furnished to WFWV by the financial institution on the monthly account analysis and will be subject to verification by the WFWV. The reserve requirement will be furnished to WFWV by the Bank and will be subject to verification by WFWV. The earnings rate will be determined by the Bank. WFWV will keep minimum balances in all accounts.
2. At the conclusion of each month during the term of any resulting Purchase Order/Agreement, the financial institution will complete form 84-13 for clearing account "A" and will compare the compensable service charges (Expense Analysis) with the financial institution's total interest earnings (Income Analysis). On the basis of this review, the financial institution will submit an invoice for the difference of Expense over Income. The only service charges allowable shall be the per draft charge provided in the attached bid sheet.

C. DATA TRANSMISSION

The financial institution must provide solutions that meet WFWV's requirements, which will do the following:

- a. Date File Transmittal – must provide a secure Communication Protocol site to transfer data and electronic reports to and from the financial institution and State WFWV office.
- b. Security Design and Safeguard Features – Include design features that safeguard against fraud, abuse and waste.
- c. Right of Privacy of Clients – Protect the right of privacy of all WFWV clients.
- d. Use of Tested State-of-the-Art Techniques – use tried and State-of-the-Art techniques as opposed to untested technology that may or may not be successful.

The financial institution will receive a daily file (up to 6 days a week) from WFWV of checks written and checks voided that day. This file will be electronically transmitted to the bank. Record layout below:

Record code	X(1)
'C' for checks written	
'V' for checks voided	
Account number	9(10)
Check number	9(10)
Check amount	9(8)V99

This file will be used by the financial institution to supply a daily reconciliation for WFWV. It will also be used to insure that no fraudulent checks are cleared.

Monthly check reconciliation transmittal:

Field	Data Type	Size
Check Number	Numeric	7
Amount	Numeric	8.2 (000000000.00)
Clear Date	Numeric	8

D. VENDOR RESPONSIBILITIES

The vendor will be totally responsible for implementation and for the transition from the current banking system. This section details specifics of the tasks involved.

Environment and Infrastructure

1. The successful vendor will perform a walk-through immediately after the bid is awarded and will identify, in writing, necessary changes to WFWV's current banking operations.
2. The successful vendor will provide on-site training (at 112 California Avenue) for 10-12 people on the usage of required on-line banking services and transmission of files at no additional cost to WFWV.

WFWV will be responsible for making networking changes deemed necessary and agreed upon by WFWV.

Project Management

WFWV will name a qualified project manager, who will be responsible for assembling WFWV project team and will be the focal point for all project issues.

The vendor shall provide a dedicated Account Relationship Manager who must be located in the Charleston, West Virginia market and have experience in both deposit processing and cash management.

Vendor will be responsible for testing all aspects of the new banking system prior to implementation. All test results will be documented in writing by the vendor and will be verified and accepted by WFWV.

Testing will minimally consist of the following:

1. Transmission of electronic files to and from the vendor and WFWV.
2. On-line activities to test transactions.
3. Connectivity tests (i.e. password access, data lines, etc.)

Test results will be documented in writing, presented to WFWV for review, and subject to their written approval.

Vendor Requirements

1. Vendor must provide service coverage during all regular banking business hours.
2. Vendor must provide two(2) hour call back.
3. Vendor must establish a primary operating facility at a single site through use of existing facilities, expansion of facilities or acquisition of a new facility. The primary operating facility shall be located within a twenty mile radius of the Agency's main office at 112 California Avenue in Charleston, West Virginia.
4. Vendor must provide on-site training at 112 California Avenue in Charleston, West Virginia.

E. ADDITIONAL MANDATORY REQUIREMENTS

- a. The Federal Deposit Insurance Corporation (FDIC) must insure the financial institution.
- b. The financial institution must have Automated Clearing House (ACH) receiving financial institution capabilities.
- c. The financial institution must conform to National Automated Clearing House Association (NACHA) rules.
- d. The financial institution must comply with all Federal and State Banking Regulations.
- e. The State shall have fully and free use of all systems, products, and/or deliverables supplied by any Purchase Order/agreement resulting from this RFQ.

**WORKFORCE West Virginia
Services Bid Sheet for Benefit Accounts – Service A**

This Bid Sheet covers processing benefits for the following accounts:

1. Unemployment Benefit Account
2. Trade Readjustment Account
3. Disaster Unemployment Account
4. Special Account
5. Trade Adjustment Assistance Account
6. Alternate Trade Adjustment Assistance Account
7. Health Care Tax Credit Account

Monthly Unemployment checks submitted to the financial institution
Monthly ACH transfers

- | | |
|--|-----------------|
| 1. Price per draft presented, edited, and paid*
*estimated at 600,000 per calendar year | _____ per draft |
| 2. Stop payment per draft**
**estimated at 400 per calendar year | _____ per draft |
| 3. Daily Balance/Reporting On-line | _____ per draft |
| 4. Daily Reconciliation and Exception Report | _____ per draft |
| 5. Other (Check-Imaging – CD ROM) | _____ per draft |
| TOTAL PER DRAFT FOR SERVICE A (1+2+3+4+5) | _____ per draft |

Services Bid Sheet for Clearing Accounts – Service B

This bid sheet covers the following accounts:

- Clearing Account A
- Clearing Account B

- | | |
|--|-------------------|
| 1. Price per deposit*
*Deposits are made on a daily basis | _____ per deposit |
| 2. Daily Balance/ Reporting On-Line | _____ per draft |
| TOTAL PER DRAFT AND DEPOSIT FOR SERVICE B (1+2) | _____ per draft |

NOTE: WORKFORCE West Virginia supplies its own check drafts.

NOTE: Costs/charges not specifically identified above will not be allowable. The above lists contains all items for which the successful vendor will be permitted to charge under any resulting Purchase Order.

**WWV-09-853 RE-BID OF BANKING SERVICES
VENDOR QUESTIONS AND AGENCY ANSWERS**

United Bank Questions

Q1. II Service Requirements, Section B – WFWV will send a report electronically by 8PM containing all checks written against the account on a daily basis. Can this submission date be no later than 7PM?

A1. No.

Q2. II Service Requirements, Section B – WFWV will respond to any exceptions by 12PM, or within one hour of receipt of the exception report from the vendor. Provided the exception report is provided by 8AM, can WFWV respond no later than 10AM?

A2. No.

Q3. II Service Requirements, Section D - Please clarify that only the Unemployment Benefit Account checks are required to be imaged.

A3. This should be updated to read that ALL checks are to be imaged.

Q4. III Compensation, Item A – The number of items processed will be furnished to WFWV by the financial institution on the monthly account analysis and will be subject to verification by the WFWV. The reserve requirement will be furnished to WFWV by the financial institution and will be subject to verification by WFWV. Does WFWV currently maintain the required reserves in order to compensate for activity fees, pay the actual hard charges or a combination of both?

A4. Reserves are only used to cover checks written; not to compensate for activity fees. Fees from the Financial Institution are to be direct billed as required by State law.

Q5. Please provide examples of current Federal Forms 84-13 and 84-14.

A5. Attached. These forms will be added as Attachments A and B respectively to the original RFQ.

Q6. Page 10, C-Data Transmission – The financial institution will receive a daily file (up to 6 days a week) from WFWV of checks written and checks voided that day. By definition, voided checks represent checks not previously issued.

A6. Although this does not appear to be a question, we will provide further explanation. While voided checks will never be processed by the Financial Institution, they should be tracked for purposes of fraud prevention.

Q7. Please provide the average collected balances for each of the Benefits and Clearing Accounts for the most recent twelve (12) months.

A7. Attached hereto as "Exhibit 1"

RFQ WWV-09-853

JP Morgan Chase Questions

Q1. Please provide an estimated timeframe for responses to the questions.

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Q2. Please indicate if WFWV will execute standard banking agreements and service terms associated with the requested services. (It is understood that indemnification language, etc. would be amended in accordance with WV contract law). Will WFWV execute signature cards for the requested accounts?

A2. WFWV will not execute standard banking agreements and service terms. The resulting Purchase Order will contain the entire agreement between WFWV and the successful bidder. WFWV will execute signature cards.

Q3. General Information, Page 6-7 – Please explain the account structure. Is each account a separate, stand-alone account, or are the accounts zero-balance accounts tied to a “Master” account? Is there any requirement to invest the funds?

A3. All accounts are stand-alone accounts. There is no requirement to invest the funds.

Q4. General Information, Page 6-7 – Please provide the historical average ledger and collected balances for each of the accounts.

A4. Attached hereto as “Exhibit 1”

Q5. General Information, Page 6-7 – Please provide the estimated volume of deposits and deposited checks and cash, if any, in each account per month.

A5. Attached hereto as “Exhibit 1”

Q6. Please provide the estimated volume of returned deposited items. Are returns allowed to be presented a second time?

A6. Attached hereto as “Exhibit 1”

Q7. General Information, Page 6-7 – Please provide estimated volume of incoming and outgoing electronic payments, such as ACH received, ACH originated, Wire Transfers and Internal Transfers.

A7.

UI Benefit Account – One (1) incoming wire transfer daily and One (1) outgoing ACH transfer daily

Clearing Account A – Zero (0) incoming transfers and One (1) outgoing wire transfer daily

Clearing Account B – Four (4) incoming wire transfers per week and Four (4) outgoing internal transfer per week

TRA/DUA/ATAA/TAA Accounts – Four (4) incoming internal transfers per week and Zero (0) outgoing transfers per week

Q8. A. II. Service Requirements, Section C – The financial institution must provide separate electronic transmittals of the monthly check reconciliation data for each account. Is the transmittal to represent a Full Account Reconciliation (outstanding items, paid items, stop payments, voids, cancels), or just a paid check listing?

A8. A Full Account Reconciliation

Q9. A. II. Service Requirement, Section C – The financial institution shall provide a hard copy listing of all the checks paid for the accounts. Will WFWV accept a report data file transmission of the paid-item listing?

A9. This would probably be acceptable pending approval of the specific type of file transmission by WFWV programmers.

Q10. A. II. Service Requirements, Section C – Please explain the requirement, “The checks shall be listed in groups of one hundred items with the subtotals as well as a grand total at the end of the listing.” Would WFWV consider receiving this report in an electronic data file instead, that can be sorted as needed by WFWV? In an electronic environment, is the batching requirement on the report eliminated?

A10. This would probably be acceptable pending approval of the specific type of file transmission by WFWV programmers.

Q11. A. II. Service Requirements, Section C – The financial institution must provide a CD Rom with imaged copies of all checks cleared. Is CD Rom output a requirement? As an alternative, would WFWV consider a transmission of images? Or would WFWV consider accessing the financial institutions online web-based retrieval tool to pull images, all images would be housed and hosted on our servers for a minimum of 7 years.

A11. CD Rom output is NOT a requirement. On-line retrieval is acceptable.

Q12. A. II. Service Requirements, Section D – The requirements state that Checks will be destroyed after 90 days. Is the timing on destroying the physical checks a firm requirement? Our institution destroys checks after 45 days; however, images are available to WFWV as soon as the item clears for research purposes. Is 45 days acceptable?

A12. 45 days is acceptable

Q13. III. Compensation, Section A – Is there a required or preferred index to be used for Earnings Credit calculation?

A13. No

Q14. Would WFWV be willing to provide the actual historical account analysis billing statements for the past 3 months, so vendors can confirm billing volumes?

A14. No

Q15. III. Compensation, Section B – Please provide an example of form 84-13 that the financial institution would be required to be completed.

A15. Attached. This form will be added as Attachment A to the original RFQ.

Q16. III. Compensation, Section B – The requirement states that the institution will submit an invoice for the difference of Expense over Income. The bidder’s account analysis invoice provides the Earnings Credit Analysis (Income Analysis) and the Service Charge Analysis (Expense Analysis) and a Net Service Charge Amount (difference of expense over income). Will WFWV accept the Institution’s standard Account Analysis invoice, or is a custom invoice required?

A16. It will depend on the information contained in the successful financial institution’s standard invoice. If it contains all of the information required by our agency, then a custom invoice will not be required.

Q17. B. II. Service Requirements, Section A – The RFP references deposits. Are there deposit checks only, or are there cash, coin and currency deposits? If there are coin and currency deposits, can WFWV provide historical volumes of how much coin and currency are deposited?

A17. Rarely there may be coin and currency deposits. It would be too difficult to provide specific volumes. However, this is a rare occurrence.

Q18. B. II. Service Requirements, Section A – Please confirm if there should be a line item on the Services Bid Sheet to for the “usual and customary” costs associated with the courier for pick-up and delivery of the check deposits. Is this cost a factor in the overall cost of the bid?

A18. It is anticipated that the financial institutions bidding on this RFQ will be able to incorporate all of their costs into the “per draft” costs as provided on the attached. As this is a re-bid of an existing contract, this has not posed previously posed a problem.

Q19. B. II. Service Requirements, Section A – The requirement states that insufficient fund checks and deposit errors are returned via messenger by 3pm est that day. Please explain this requirement; notification of returns is typically the next day, not the same day. Are yesterday’s items delivered today? Instead of returning the physical paper items via courier, would WFWV accept an e-mail, or fax notification same day, with paper to follow via mail? Or, would WFWV consider accepting an image of the item in lieu of the paper, on the following day?

Q19. WFWV needs notification of deposit errors as soon as possible. An e-mail would suffice as long as the name on the check, our employer account number that is written on the check and the amount of the check in question is provided by 3pm est that day. WFWV would require paper verification the following day as well as all returned checks via messenger; not via mail.

Q20. B. II. Service Requirements, Section F – Federal form 84-14 is referenced as “attached hereto”, but appears to be missing. Please provide an example for 84-14.

A20. Attached. This form will be added as Attachments B to the original RFQ.

Q21. B. II. Service Requirements, Section F – The requirements state that the monthly Income and Expense Analysis not later than the tenth calendar day of the subsequent month. However, our institution’s national service level agreement for providing these statements is on the 15th calendar day of the month. Would WFWV consider extending the deadline to be the 15th calendar day of the subsequent month? If the 15th is a firm requirement, would WFWV allow billing adjustments (only if there are service charge errors) to be made in the subsequent billing cycle?

A21. Yes. WFWV is agreeable to extending the deadline to the 15th calendar of the subsequent day rather than the 10th day.

Q22. Project Management (Page 11) – The requirement states that the vendor shall provide a dedicated Account Relationship Manager who must be located in the Charleston, West Virginia market. Our institution existing relationships with Workforce West Virginia and the State of West Virginia, and we would desire to utilize the existing relationship manager, given this person’s expertise and relationship with WFWV. This person has multiple offices, including Akron, Ohio and Charleston, WV, and is frequently in Charleston, WV market. Is this acceptable?

A22. No. WFWV has experienced problems in the past with the Account Relationship Manager not e located in the Charleston area.

Q23. Services Bid Sheet – Please explain why the unit measure for each line item is “per draft”. Is it assumed that Balance Reporting services be billed per check, rather than per month, per account?

A23. Yes. Balance Reporting services will be billed per check.

Q24. Services Bid Sheet – Please clarify Service B – 1. Price per deposit, then per draft. Is the vendor to assume then that this is per check deposited?

A24. Yes. It is per check deposited.

Q25. Clearing Accounts Service Requirements Section D – The requirement is for adjustment advices to be returned by messenger. Will the State accept on-line and/or mailed advices in lieu of paper advices by messenger?

A25. No. Adjustment advices must be paper advised and must be returned by messenger.

RFQ WWV-09-853

BB&T Questions

Q1. A. Tasks Required for Benefit Account. 1. Description of Accounts – Should this be a roman numeral I?

A1. Yes. This should be roman numeral I.

Q2. II Service Requirements, C states “the financial institution must provide a CD Rom with imaged copies of all checks cleared” but in Section “D”, the requirement is that “only the Unemployment Benefit Account checks are required to be imaged.” This appears to be conflicting as the CD Roms would be providing the images on all checks?

A2. This should be updated to read that ALL checks are to be imaged.

Q3. B. Tasks Required for Clearing Accounts, II, Service Requirements, A - Are we missing the copy of the Federal Form 84-14 as referenced in this paragraph?

A3. Attached. This form will be added as Attachments B to the original RFQ.

Q4. B. Tasks Required for Clearing Accounts, II, Service Requirements, C -Could you please define the term “directly relay” to WFWV the total cash balances on hand to the Assistant Director of FAM, Accounting Section or his designee.

A4. “Direct relay” would be via e-mail each morning to the Assistant Director of FAM and all additional staff designated by said Assistant Director.

Q5. B. Tasks Required for Clearing Accounts, II, Service Requirements, D – Would you please define the term “any insufficient funds checks” to insure that this definition is related to the checks that the WFWV would be depositing and that are returned?

A5. Yes. “Any insufficient funds checks” would be those checks that WFWV would be depositing and that are returned.

Q6. B. Task Required for Clearing Accounts, II, Service Requirements, G – The definition for the Federally Insured amount of \$250,000 should be expanded to include possibly the “accounts less the Federally insured amount of \$250,000 or the current prevailing amount” will be collateralized. The current rate of

\$250,000 is subject to change by December 31, 2009 so should this statement be revised to reflect the potential year end change?

A6. Yes. The statement should be revised to say "\$250,000 or the current prevailing amount".

Q7. B. Tasks Required for Clearing Accounts, II, Service Requirements, I – Should the list of "acceptable forms of collateral to be used" by the vendor mirror image the recently modified list of acceptable collateral as outlined by the State Treasurer in his new Collateral Policy and Procedures manual dated January 2009?

A7. Yes. This policies and procedures manual may be viewed at the State Treasurer's website (www.wvsto.gov)

Q8. III Compensation, 1 and 2 – Should these be annotated as A & B since C is at the top of the next page?

A8. No. C at the top of the next page applies to both Benefit Accounts and Clearing Accounts.

Q9. III, Compensation, 2 – Should the RFQ include a copy of the form 84-13 as referenced in this paragraph?

A9. Attached. This form will be added as Attachment A to the original RFQ.

Q10. III, Compensation, C – Does the below statement really address the daily "positive pay" procedures as opposed to a true daily reconciliation?

"This file will be used by the financial institution to supply a daily reconciliation for WFWV. It will also be used to insure that no fraudulent checks are cleared."

A10. WFWV does not understand the question. Please clarify.

Q11. D. Vendor Responsibilities, Environment and Infrastructure – Will the WFWV staff accept online (telephone and some on-site) training support for the required on-line banking services?

Q12. D. Vendor Responsibilities, Environment and Infrastructure – Could the statement "transmission of files at no cost to WFWV" be defined which is imbedded in the same paragraph with the notation of on-site training?

A11 and A12. The required training is for "on-line banking services AND transmission of files". Said training will be at no additional cost to WFWV. On-site and webinar training will be the only acceptable forms of training.

First | Prev | Next | Last 1 of 1 Records

Last value saved [Field Help](#)

ETA 8413 Income-Expense Analysis, UC/Benefit Payment Account

Report For Period Ending:

State: WV Region:

Creation Date:

Revision Date:

Transmit Date:

Bank Name: <input type="text"/>		Bank City: <input type="text"/>
Account Number: <input type="text"/>		
LEDGER		
1.	Beginning Balance	<input type="text"/>
2.	Total Deposits	<input type="text"/>
3.	Total Withdrawals	<input type="text"/>
4.	Ending Balance	<input type="text"/>
INCOME ANALYSIS		
5.	Total Daily Ledger Balance	<input type="text"/>
6.	Average Daily Ledger Balance	<input type="text"/>
7.	Average Daily Float	<input type="text"/>
8.	Average Daily Collected Balance (Line 6 - Line 7)	<input type="text"/>
9.	Reserves at <input type="text"/> %	<input type="text"/>
10.	Average Daily Loanable Balance (Line 8 - Line 9)	<input type="text"/>
11.	Earning Value at <input type="text"/>	<input type="text"/>
EXPENSE ANALYSIS		
12.	Checks Deposited: Number <input type="text"/> 0 at <input type="text"/> 0.0000	<input type="text"/>
13.	Checks on Account: Number <input type="text"/> 0 at <input type="text"/> 0.0000	<input type="text"/>
14.	Checks on Account: Number <input type="text"/> 0 at <input type="text"/> 0.0000	<input type="text"/>
15.	Checks on Account: Number <input type="text"/> 0 at <input type="text"/> 0.0000	<input type="text"/>
16.	Other Costs	<input type="text"/>
17.	Other Costs	<input type="text"/>
18.	Other Costs	<input type="text"/>
19.	Total Costs (Line 12 through Line 18)	<input type="text"/>
20.	NET PROFIT/LOSS	<input type="text"/>

Comments: (Maximum size of the comment is approximately 150 words.)

ETA 8414 Income-Expense Analysis, UC/Clearing Account

Report For Period Ending: _____ State: WV Region: _____
 Creation Date: _____ Revision Date: _____
 Transmit Date: _____

Bank Name: <input type="text"/>		Bank City: <input type="text"/>
Account Number: <input type="text"/>		
LEDGER		
1.	Beginning Balance	<input type="text"/>
2.	Total Deposits	<input type="text"/>
3.	Total Withdrawals	<input type="text"/>
4.	Ending Balance	<input type="text"/>
INCOME ANALYSIS		
5.	Total Daily Ledger Balance	<input type="text"/>
6.	Average Daily Ledger Balance	<input type="text"/>
7.	Average Daily Float	<input type="text"/>
8.	Average Daily Collected Balance (Line 6 - Line 7)	<input type="text"/>
9.	Reserves at <input type="text"/> %	<input type="text"/>
10.	Average Daily Loanable Balance (Line 8 - Line 9)	<input type="text"/>
11.	Earning Value at <input type="text"/> %	<input type="text"/>
EXPENSE ANALYSIS		
12.	Checks Deposited Local: Number <input type="text"/> 0 at <input type="text"/> 0.0000	<input type="text"/>
13.	Checks Deposited Tran.: Number <input type="text"/> 0 at <input type="text"/> 0.0000	<input type="text"/>
14.	Checks on Account: Number <input type="text"/> 0 at <input type="text"/> 0.0000	<input type="text"/>
15.	Checks on Account: Number <input type="text"/> 0 at <input type="text"/> 0.0000	<input type="text"/>
16.	Checks on Account: Number <input type="text"/> 0 at <input type="text"/> 0.0000	<input type="text"/>
17.	Other Costs	<input type="text"/>
18.	Other Costs	<input type="text"/>
19.	Other Costs	<input type="text"/>
20.	Total Costs (Line 12 through Line 19)	<input type="text"/>
21.	NET PROFIT/LOSS	<input type="text"/>

Comments: (Maximum size of the comment is approximately 150 words.)

xxxxxx9987	xxxxxx9987	xxxxxx9987	xxxxxx1329	xxxxxx1329	xxxxxx1329	xxxxxx4124	xxxxxx4124	xxxxxx4124
Average balance	Deposits/Credits/Items Deposited	AGH's	Average balance	Deposits/Credits/Items Deposited	AGH's	Average balance	Deposits/Credits/Items Deposited	AGH's
Feb, 2009	\$ 25,798.00	0	\$ 98,287.00	0	6 cr	\$ 129,648.00	5/0	17 db
Jan, 2009	\$ 28,352.00	0	\$ 62,733.00	0	6 cr	\$ 45,882.00	4/4	11 db
Dec, 2008	\$ 32,445.00	0	\$ 92,958.00	0	4 cr	\$ 42,010.00	6/27	14 db
Nov, 2008	\$ 27,394.00	1/0	\$ 100,063.00	1/0	6 cr	\$ 56,121.00	5/6	12 db
Oct, 2008	\$ 23,996.00	0	\$ 118,078.00	3/5	3 cr	\$ 38,867.00	6/4	15 db
Sep, 2008	\$ 29,734.00	1/1	\$ 81,926.00	1/2	5 cr	\$ 46,616.00	4/3	9 db
6 Month Average			\$ 27,963.17			\$ 92,340.83		\$ 59,690.67

xxxxxx4140	xxxxxx4140	xxxxxx4140	xxxxxx4159	xxxxxx4159	xxxxxx4159	xxxxxx4175	xxxxxx4175	xxxxxx4175
Average balance	Deposits/Credits/Items Deposited	AGH's	Average balance	Deposits/Credits/Items Deposited	AGH's	Average balance	Deposits/Credits/Items Deposited	AGH's
Feb, 2009	\$ 5,311.00	0	\$ 8,580.00	8/16	9 cr	\$ -	0	9 cr
Jan, 2009	\$ 5,297.00	0	\$ 8,228.00	7/4	8 cr	\$ 225.00	0	8 cr
Dec, 2008	\$ 5,234.00	1/2	\$ 8,597.00	12/8	10 cr	\$ -	0	10 cr
Nov, 2008	\$ 5,540.00	0	\$ 7,493.00	0	7 cr	\$ 703.00	0	7 cr
Oct, 2008	\$ 5,540.00	0	\$ 8,098.00	6/4	16 cr	\$ 1,935.00	0	16 cr
Sep, 2008	\$ 5,540.00	0	\$ 8,513.00	16/13	6 cr	\$ 5.00	0	6 cr
6 Month Average			\$ 5,410.33			\$ 8,251.50		\$ 478.00

xxxxxx4116	xxxxxx4116	xxxxxx4116	xxxxxx4167	xxxxxx4167	xxxxxx4167	xxxxxx4167
Average balance	Returned Deposited Items	Items Deposited	AGH's	Returned Deposited Items	Items Deposited	AGH's
Feb, 2009	\$ 3,029,751.50	1	737	20 db	42	12093
Jan, 2009	\$ 3,034,129.00	1	638	19 db	23	11002
Dec, 2008	\$ 2,344,654.50	3	667	20 db	16	1328
Nov, 2008	\$ 3,659,668.00	4	579	17 db	37	13285
Oct, 2008	\$ 4,650,304.00	6	722	23 db	21	13713
Sep, 2008	\$ 4,529,537.00	1	666	21 db	10	1624

\$ 3,541,340.67