



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
CPR11018

PAGE
1

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

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

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

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
04/20/2011				

BID OPENING DATE: 05/03/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				THIS ADDENDUM IS ISSUED TO:		
				1.) ANSWER ALL TECHNICAL QUESTIONS SUBMITTED IN ACCORDANCE WITH THE PROVISIONS OF THE ORIGINAL REQUEST FOR PROPOSAL (CPR11018)		
				2.) ADD ACTUARIAL REPORTS ASSOCIATED WITH EACH OF THE PLANS AND THE ACTUARIAL INTEREST RATE REVIEW SHOWING THE BASIS FOR THE 7.5% ACTUARIAL INVESTMENT RETURN ASSUMPTION.		
				3.) EXTEND THE TECHNICAL PROPOSAL OPENING DATE:		
				TECHNICAL PROPOSAL OPENING DATE IS EXTENDED TO: 05/03/2011		
				TECHNICAL PROPOSAL OPENING TIME REMAINS: 1:30 PM		
				***** END ADDENDUM NO. 1 *****		
0001		LS		946-20		
	1			ANNUAL FINANCIAL STATEMENT AUDIT FOR CPRB		

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. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
 4. 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.
 5. Payment may only be made after the delivery and acceptance of goods or services.
 6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
 7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
 8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
 9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
 10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
 11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
 12. **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.
 13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at www.state.wv.us/admin/purchase/vrc/hipaa.htm and 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.
 14. **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>.
 15. **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, and the West Virginia Insurance Commission. 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.
 16. **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 material, 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.
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INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. 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. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. 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
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).

ANSWERS TO TECHNICAL QUESTIONS

- Q. What were the prior year fees and number of hours incurred in conjunction with the audit of the 2010 CPRB financial statements?
- A. Fees were \$48,120 and the hours incurred were 420
- Q. 1) Has the material weakness described in prior year finding 3010-1 been remediated in the current year? 2) Also, is management aware of any potential new material weaknesses or significant deficiencies in internal control that exist in fiscal year 2011?
- A. 1) We did not have a finding 3010-1. If referring to 2010-1, then yes.
2) No
- Q. Section 2.5.4 of the request for proposal mentions assistance to be provided to FARS that is supposed to be included in the estimated fees. Please provide the number of hours of assistance required to assist FARS so that we can estimate the related fees.
- A. There was no separate billing for this work. After the effective date of GASB 50, this work was required as part of the audit on the financial statement.
- Q. What type of general ledger accounting software is utilized by CPRB
- A. Microsoft Dynamics GP
- Q. Please provide copies of the CPRB actuarial reports associated with each of the plans mentioned in section 2.2
- A. Documents attached
- Q. Since the prior year audit opinion was not dated until November 11, 2010, it appears that the time line outlined in the RFP under Attachment D were not met for the fiscal year 2010 audit. What caused the delays in the prior year and what has been done to prevent such delays from occurring in the current year audit?
- A. We are uncertain of specific reasons for the delay
- Q. 1) Have any liquidated damages as mentioned under section 5.10 been assessed against the auditors in conjunction with prior year audits? 2) What provision is there for not being assessed such liquidated damages if the delays in meeting the deadlines are caused by the delays in the auditors being provided the necessary information to complete their audit procedures?
- A. 1) No
2) There are none

Q. Would you consider scheduling a bidder's conference to provide a forum for the prospective auditors to discuss more detailed questions about CPRB operations with CPRB management.

A. No

Q. The Attachment E information including Addendums A, B, and C are not legible. Can you please provide a clear copy of this information.

A. No - this is the only copy made available to CPRB

Q. Are there any significant plan amendments that go in effect in fiscal year 2011?

A. No

Q. 1) Who is the third party administrator for the TDCRS investments? 2) Also, what is the name of the third party pricing service that provides the fair value for the TDCRS investments?

A. 1) Great West Retirement Services
2) Great-West provides the fair value calculations that are provided each day from the fund houses. If any questions arise relating to fund values, Great-West would go back to the fund house to get clarification since they are providing the detail that is reported.

Q. What is the basis for the 7.5% actuarial investment return assumption utilized in estimating the plan obligations?

A. 2010 Actuarial Interest Rate Review document attached.