



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
WWV12875

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
PAUL REYNOLDS
304-558-0468

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

WV BUREAU OF EMPLOYMENT PROGRA
 3701 MAC CORKLE AVENUE SE

CHARLESTON, WV
 25304 348-2634

DATE PRINTED 05/30/2012	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **06/21/2012** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001				946-25		
BANKING SERVICES OPEN END CONTRACT						
<p>THE WEST VIRGINIA STATE PURCHASING DIVISION FOR THE AGENCY, WORKFORCE WEST VIRGINIA IS SOLICITING BIDS FOR BANKING SERVICES FOR BENEFITS DISTRIBUTION TO OUR CLIENTS AS WELL AS CLEARING ACCOUNT FUNCTIONS PER THE ATTACHED SPECIFICATIONS.</p> <p>TECHNICAL QUESTIONS CONCERNING THIS SOLICITATION MUST BE SUBMITTED IN WRITING TO PAUL REYNOLDS IN THE WEST VIRGINIA STATE PURCHASING DIVISION VIA FAX AT 304-558-415 OR VIA EMAIL AT PAUL.REYNOLDS@WV.GOV.</p> <p>DEADLINE FOR TECHNICAL QUESTIONS IS JUNE 11, 2012 AT THE CLOSE OF BUSINESS.</p> <p>ANY TECHNICAL QUESTIONS RECEIVED WILL BE ANSWERED BY FORMAL WRITTEN ADDENDUM TO BE ISSUED AFTER THE DEADLINE HAS LAPSED.</p> <p>VERBAL COMMUNICATION: ANY VERBAL COMMUNICATION BETWEEN THE VENDOR AND ANY STATE AGENCY PERSONNEL IS NOT BINDING. ONLY INFORMATION ISSUED IN WRITING AND ADDED TO THE RFQ BY FORMAL WRITTEN ADDENDUM IS BINDING.</p> <p>NO CONTACT BETWEEN THE VENDOR AND THE AGENCY IS PERMITTED. VIOLATION MAY RESULT IN THE REJECTION OF THE BID. THE STATE BUYER NAMED ABOVE IS THE SOLE CONTACT FOR ANY AND ALL INQUIRY AFTER THIS RFQ HAS BEE</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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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.html 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.

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).



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<p>RELEASED.</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE UPON AWARD AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT BY THE STATE OF WEST VIRGINIA, ITS AGENCIES, OR POLITICAL SUBDIVISIONS, THE TERMS, CONDITIONS, AND PRICING SET FORTH HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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<p>MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 01/17/2012</p> <p style="text-align: center;">NOTICE</p>						

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BID OPENING DATE: 06/21/2012		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: PAUL REYNOLDS FILE 43</p> <p>RFQ. NO.: WWV12875</p> <p>BID OPENING DATE: 06/21/2012</p> <p>BID OPENING TIME: 01:30 P.M.</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</p> <p>-----</p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY):</p>						

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WORKFORCE WEST VIRGINIA

WWV12875

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

GENERAL INFORMATION

WFV 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.

WFV 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 WFV 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 Clearing Account A.
- 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.

II. Service Requirements

- A. The financial institution must provide WFV with online access to all accounts. WFV must have the ability to view account balances and account activity, transfer funds between accounts, issue stop payments, and process ACH payments.
- B. WFV will send a report electronically by 8 PM containing all checks written against the account on

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

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. The 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, 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 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 (5) 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 45 days. 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 provide to WFWV the information necessary to 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 and 1321 Plaza East, 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.
- 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 one hundred 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 the 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. Each month, the financial institution must provide the information necessary for WFWV to complete the United States Department of Labor Form 84-14 for clearing account "A". Said form is attached hereto as "Attachment B" to demonstrate the information required. The financial institution agrees to supply the required information by no later than the 15th calendar day of the subsequent month. In the event the 15th calendar day of the month falls on a weekend, the financial institution agrees to supply this analysis on the succeeding 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 5A-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 Treasurer 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. Each month, the financial institution must provide the information necessary for WFWV to complete the United States Department of Labor Form 84-13 for clearing account "A". Said form is attached hereto as "Attachment A" to demonstrate the information required. The financial institution agrees to supply the required information by no later than the 15th calendar day of the subsequent month. In the event the 15th calendar day of the month falls on a weekend, the financial institution agrees to supply this analysis on the preceding Friday. The financial institution 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. Data File Transmittal- 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 tries 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 to insure that no fraudulent checks are cleared.

Monthly check reconcilment transmittal:

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

D. VENDOR (FINANCIAL INSTITUTION) 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.

10 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 Ave. in Charleston, West Virginia.
4. Vendor must provide on-site training at 112 California Avenue in Charleston, West Virginia.
- K. Unless herein specifically provided otherwise, the vendor must ensure that all required monthly reports must be received by WFWV by the 15th day of the month subsequent of the reporting period. For example, a report for the month of February must be received by WFWV by March 15th. In the event the 15th calendar day of the month falls on a weekend, the financial institution agrees to supply this analysis on the preceding Friday.

E. ADDITIONAL MANDATORY REQUIREMENTS

- a. The Federal Deposit Insurance Corporation (FDIC) must insure the financial institution.
- b. The financial institution shall implement any FDIC Depositors Insurance Fund fee at the prevailing current bank published rate and charge through monthly analysis of qualifying accounts
- c. The financial institution must have Automated Clearing House (ACH) receiving financial institution capabilities.
- d. The financial institution must conform to National Automated Clearing House Association (NACHA) rules.
- e. The financial institution must comply with all Federal and State Banking Regulations.
- f. The State shall have full 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 Accounts –Services A

This Bid Sheet covers processing benefits for the following accounts:

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

Monthly Unemployment checks submitted to the financial institution
 Monthly ACH transfers.

- | | |
|---|--------------------|
| 1. Price per draft presented, edited, and paid* | \$ _____ per draft |
| **estimated at 600, per calendar year | |
| 2. Stop payment per draft** | \$ _____ per draft |
| **estimated 400 per calendar year | |
| 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 SERVICES A (1+2+3+4+5) \$ _____ per draft

Services Bid Sheet for Clearing Accounts- Services B

This bid covers the following accounts:

- Clearing Account A
- Clearing Account B

- | | |
|--|--------------------|
| 1. Price per deposit* | \$ _____ per draft |
| *Deposits are made on a daily basis | |
| 2. Daily Balance/Reporting On-line | \$ _____ per draft |
| 3. FDIC Deposit Insurance Fund (DIF) | \$ _____ per draft |
| **Subject to change pursuant to prevailing current
Published rate | |

TOTAL PER DRAFT FOR SERVICES B (1+2+3) \$_____ per draft

***Grand Total= (Services A + Services B Totals)**

GRAND TOTAL \$_____ per draft

NOTE: WorkForce West Virginia supplies its own check drafts

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

NOTE: FDIC DIF fees will be assessed to qualifying accounts at the standard published monthly rate. (For example: \$ 0.1333 per 1,000 on average ledger balances)

NOTE: Attachments A & B are **for example only showing** what information the successful vendor will submit to our agency so that we can be in compliance with reports required by the Department of Labor.

NOTE: AWARD OF THIS RFQ WILL BE BASED ON THE VENDOR WITH LOWEST COST AS REPRESENTED ON THE COST SHEET, AND MEETS THE SPECIFICATIONS OF THIS RFQ.

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

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 *Attachme B*

First | Prev | Next | Last 1 of 1 Records

Last value saved [Field Help](#)

ETA 8414 Income-Expense Analysis, UC/Clearing Account

Report For Period Ending: State: WV Region:
 Creation Date: Revision Date:
 Transmit Date: 7

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.)

RFQ No. _____

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

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.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "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.

EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this 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.

Under penalty of law for false swearing (*West Virginia Code §61-5-3*), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

WITNESS THE FOLLOWING SIGNATURE

Vendor's Name: _____

Authorized Signature: _____ Date: _____

State of _____

County of _____, to-wit:

Taken, subscribed, and sworn to before me this ____ day of _____, 20__.

My Commission expires _____, 20__.

AFFIX SEAL HERE

NOTARY PUBLIC _____