



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

Solicitation

| |
|----------|
| 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 |
| 06/19/2012 |

BID OPENING DATE: 06/28/2012 BID OPENING TIME 01:30PM

| LINE | QUANTITY | UOP | CAT. NO. | ITEM NUMBER | UNIT PRICE | AMOUNT |
|------|----------|-----|----------|--|------------|--------|
| | | | | ADDENDUM NO. 1 | | |
| | | | | ADD: ADDITIONAL TERMS AND CONDITIONS | | |
| | | | | REVISED SERVICES BID SHEET FOR ACCOUNTS SERVICES A | | |
| | | | | REVISED SERVICES BID SHEET FOR BOTH CLEARING AND BENEFIT ACCOUNTS - SERVICES C | | |
| | | | | ANSWER TO TECHNICAL QUESTIONS ATTACHED | | |
| | | | | BID OPENING DATE CHANGED | | |
| | | | | FROM: 06/21/12 @1:30 P.M. | | |
| | | | | TO: 06/28/12 @1:30 P.M. | | |
| 0001 | | LS | | 946-25 | | |
| | | | | BANKING SERVICES | | |
| | | | | ***** THIS IS THE END OF RFQ WWV12875 ***** TOTAL: | | |

| | | |
|-----------|-----------|-----------------------------------|
| SIGNATURE | TELEPHONE | DATE |
| TITLE | FEIN | ADDRESS CHANGES TO BE NOTED ABOVE |

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

ADDITIONAL TERMS AND CONDITIONS

Various Legislative acts passed in the 2012 session require inclusion of certain provisions in all state contracts. Accordingly, this addendum will add the three provisions listed below to the solicitation and resulting contract entered into between the State of West Virginia and the vendor. In the event that the solicitation is not for construction or architectural/engineering work, sections 2 and 3 below will not apply.

1. **BACKGROUND CHECK:** In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services may require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information to submit to a fingerprint-based state and federal background inquiry through the state repository.

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision.

The State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

2. **SUBCONTRACTOR LIST SUBMISSION:** In accordance with W. Va. Code § 5-22-1, The apparent low bidder on a contract for the construction, alteration, decoration, painting or improvement of a new or existing building or structure valued at more than \$500,000.00 shall submit a list of all subcontractors who will perform more than \$25,000.00 of work on the project including labor and materials. This provision shall not apply to any other construction projects, such as highway, mine reclamation, water or sewer projects.

- a. **Required Information.** The subcontractor list shall contain the following information:

- I. Bidder's name
- II. Name of each subcontractor
- III. License numbers as required by W. Va. Code § 21-11-1 et. seq.

- iv. Notation that no subcontractors will be used if the bidder will perform the work

 - b. **Submission.** The completed subcontractor list shall be provided to the Purchasing Division within one business day of the opening of bids for review. Failure to submit the subcontractor list within one business day after the deadline for submitting bids shall result in disqualification of the bid.

 - c. **Substitution of Subcontractor.** Written approval must be obtained from the Purchasing Division before any subcontractor substitution is permitted. Substitutions are not permitted unless:
 - I. The subcontractor listed in the original bid has filed for bankruptcy;
 - II. The subcontractor in the original bid has been debarred or suspended; or
 - III. The contractor certifies in writing that the subcontractor listed in the original bill fails, is unable, or refuses to perform his subcontract.
3. **GREEN BUILDINGS MINIMUM ENERGY STANDARDS:** In accordance with § 22-29-4, all new building construction projects of public agencies that have not entered the schematic design phase prior to July 1, 2012, or any building construction project receiving state grant funds and appropriations, including public schools, that have not entered the schematic design phase prior to July 1, 2012, shall be designed and constructed complying with the ICC International Energy Conservation Code, adopted by the State Fire Commission, and the ANSI/ASHRAE/IESNA Standard 90.1-2007: *Provided*, That if any construction project has a commitment of federal funds to pay for a portion of such project, this provision shall only apply to the extent such standards are consistent with the federal standards.

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* *estimated at 100,000 per calendar year | \$ _____ per draft |
| 2. Stop payment per draft** **estimated 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 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 draft presented, edited and paid* *Deposits are made on a daily basis estimated to be 50,000 per year | \$ _____ per draft |
| 2. Daily Balance/Reporting On-line | \$ _____ per draft |

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

Services for Both Clearing and Benefit Accounts – Services C

FDIC Deposit Insurance Fund (DIF)***

**Subject to change pursuant to prevailing current published rate

\$_____ (Vendor’s rate per \$1,000 average ledger balance) multiplied by 3,800 = average monthly cost of \$_____ divided by an average of 13,000 drafts per month = \$_____ per draft

TOTAL PER DRAFT FOR SERVICES ON BOTH ACCOUNTS \$_____ per draft

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

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.

State of West Virginia
WorkForce West Virginia
RFQ #WWV12875
Technical Answers to Vendors' Questions

1. Question: Will WFWV please provide the average collected balances for all requested accounts as well as the number of deposits, items deposited, debits, ACH and Wire activity?

Answer: Please see Excel spreadsheet hereto attached as "Exhibit 1"

Result: No change to RFQ specifications

2. Question: **A., Tasks Required for Benefit Accounts, Section II, B Service Requirements, Pages 5&6** – Do WFWV personnel currently logon to an electronic treasury services provided by the current vendor in order to import or upload the referenced check issues file? Secondly, do WFWV personnel utilize the same treasury services platform to view and decision exception items?

Answer: No - WFWV MIS Department sends a "Positive Pay" file daily which lists the checks issued. This file is sent via SFTP. Secondly, the current vendor provides an online service that WFWV staff logon to every day to view and decision exception checks.

Result: No change to RFQ specifications.

3. Question: **A., Tasks Required for Benefit Accounts, Section II, C Service Requirements, Page 6** – Can the required check reconciliation file be made available online through a secure treasury services platform? Currently, do WFWV personnel access an online treasury services platform in order to export or download the check reconciliation file? Is the requirement that checks be listed in groups of 100 items flexible?

Answer: WFWV wants this to be an automatic update sent to designated WFWV staff. WFWV does not want for WFWV staff to go onto a website to pull up the information. The grouping of checks within 100 items is being removed from the RFQ specifications:

Result: Under A. TASKS REQUIRED FOR BENEFIT ACCOUNTS, Section II entitled "Service Requirements", Item C is hereby being updated as follows:

From: 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.

TO: 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). 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.

4. **Question: A., Tasks Required for Benefit Accounts, Section III, Compensation, B – Will WFWV provide the most recent form 84-13 with cost per draft redacted in order to determine monthly volumes?**

Answer: Please refer to Exhibit 1.

Result: No change to the RFQ specifications.

5. **Question: B., Tasks Required for Clearing Accounts, Section II, A Service Requirements, Page 7 – Would WFWV consider the deployment of remote scanning technology for depositing checks and other items?**

Answer: No, WFWV does not have the equipment or staff to scan all checks to be deposited. WFWV requires the procedure outlined in this section of the RFQ to be followed.

Result: No change to the RFQ specifications.

6. **Question: B., Tasks Required for Clearing Accounts, Section II, C Service Requirements, Page 7 – Would providing the Assistant Director of FAM real-time access to balance information online fulfill this balance reporting requirement?**

Answer: No, WFWV requires the procedure outlined in this section of the RFQ to be followed. Each morning the financial institution must provide the following information: Posted Balance, Deposits, Wires Incoming, Wires Outgoing, Internal Transfers, Checks, Return Checks, and Other Debits/Credits for all accounts.

Result: Under B. TASKS REQUIRED FOR CLEARING ACCOUNTS, Section III, Item C entitled "Service Requirements" is hereby being updated as follows:

FROM: 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.

TO: 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 posted balance, deposits, wires incoming, wires outgoing, internal transfers, checks, return checks, and other debit/credits for all accounts 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.

7. **Question: B., Tasks Required for Clearing Accounts, Section III, Compensation, 2, Page 8** – Will WFWV provide the most recent form 84-14 with cost per draft redacted in order to determine monthly volumes?

Answer: Please see Excel spreadsheet hereto attached as “Exhibit 1”

Result: No change to the RFQ specifications.

8. **Question: C., Data Transmission, a., Page 8** – Currently, does WFWV personnel logon to the current vendor’s treasury services platform to send or receive data or are files exchanged by way of secure FTP?

Answer: Yes, WFWV personnel logon to the current vendor’s online system to transfer a file daily to DHHR for child support withheld from claimants’ UI benefit payments.

Result: No change to RFQ specifications.

9. **Question: C., Data Transmission, a., Page 8** – How flexible are the WFWV reconciliation and check issues file formats? For Example, would WFWV be open to a slightly different file format available through a secure treasury services platform?

Answer: Yes, the chosen vendor will have to work with WFWV (MIS) group to modify the format. The checks issued file is submitted by WFWV to the chosen vendor, therefore WFWV is not sure why the treasury platform is needed for checks issued. The “Positive Pay” file or checks issued file is for the chosen vendor to compare against before cashing checks.

Result: No change to RFQ specifications

10. **Question: WorkForce West Virginia, Services Bid Sheet for Accounts – Services A, Page 11** – Should item number 1 under Monthly Unemployment checks submitted to the financial institution Monthly ACH transfers read, “Price per draft presented, edited, and paid* estimated at 600, per calendar year” read 600,000 per calendar year?

Answer: Revised Services Bid Sheet attached

Result: Bid sheet revised

11. **Question: FDIC DIF Insurance** is listed as a per draft item in the bid, but is calculated by banks on the deposit balances. Banks calculate the fees as you detailed in your illustration “0.1333, per

\$1,000 on average ledger balances". Can you provide a formula that would, for consistent application, assist in converting the average balance fee, of this line item, to a per draft cost?

Answer: Revised Services Bid Sheet attached

Result: Bid Sheet revised

12. In the Services B section item number 1, lists "Price per deposit" should this be "price per deposited item?"

Answer: Yes, it should be "price per deposited item".

Result: Bid Sheet revised

13. Please confirm that the only items required in the bid response are: the Request for Quotation package with the price sheets (pages 11 & 12) and the attached Purchasing Affidavit completed. Bidders are affirming, by submitting the package, they are capable of performing the work, so no work related experience or answers to the individual sections of the package need to be returned, correct?

Answer: Revised terms and conditions became effective on June 8, 2012. Copies of the new terms and conditions are included with this addendum from State Purchasing. Work related experience is not required with the vendor response for this RFQ.

| UI Benefit Account | | | | | | | | | | | Clearing A Account | | | | |
|---|-------------|-----------|----------------|-------|-----|---|-----------|-----------|----------------|-------|--------------------|--|--|--|--|
| Average Daily | No of | Items | Checks On Acct | | | Average Daily | No of | Items | Checks On Acct | | | | | | |
| Collected Balance | Deposits | Deposited | (Debits) | ACH's | | Collected Balance | Deposits | Deposited | (Debits) | ACH's | | | | | |
| ETA-8413 | (Credits) | (Credits) | ETA-8413 | Wires | | ETA-8414 | (Credits) | (Credits) | ETA-8414 | Wires | | | | | |
| April, 2012 | \$1,105,685 | 21 | 914 | 7,029 | 105 | \$1,625,142 | 21 | 12,100 | 7,183 | 21 | | | | | |
| March, 2012 | \$1,373,235 | 22 | 1,016 | 9,281 | 110 | \$367,335 | 22 | 1,620 | 1,585 | 22 | | | | | |
| Feb, 2012 | \$1,417,549 | 19 | 1,124 | 9,477 | 95 | \$1,006,082 | 20 | 13,044 | 2,519 | 20 | | | | | |
| Jan, 2012 | \$1,444,971 | 18 | 986 | 9,966 | 90 | \$636,510 | 20 | 14,085 | 5,762 | 20 | | | | | |
| Dec, 2011 | \$1,306,001 | 19 | 744 | 8,925 | 95 | \$283,579 | 21 | 1,648 | 1,611 | 21 | | | | | |
| Nov, 2011 | \$1,239,362 | 17 | 759 | 7,160 | 85 | \$1,642,906 | 19 | 16,163 | 7,385 | 19 | | | | | |
| 6 Month Average | \$1,314,467 | 19 | 924 | 8,640 | 97 | \$926,926 | 21 | 9,777 | 4,341 | 21 | | | | | |
| Trade Readjustment Account (TRA) | | | | | | Trade Adjustment Assistance Account (TAA) | | | | | | | | | |
| Average Daily | No of | Items | Checks On Acct | | | Average Daily | No of | Items | Checks On Acct | | | | | | |
| Collected Balance | Deposits | Deposited | (Debits) | ACH's | | Collected Balance | Deposits | Deposited | (Debits) | ACH's | | | | | |
| | (Credits) | (Credits) | ETA-8413 | Wires | | | (Credits) | (Credits) | ETA-8414 | Wires | | | | | |
| April, 2012 | \$294,258 | N/A | N/A | 565 | 4 | \$55,696 | N/A | N/A | 363 | 10 | | | | | |
| March, 2012 | \$206,131 | N/A | N/A | 596 | 4 | \$150,698 | N/A | N/A | 438 | 10 | | | | | |
| Feb, 2012 | \$267,296 | N/A | N/A | 482 | 4 | \$78,044 | N/A | N/A | 438 | 10 | | | | | |
| Jan, 2012 | \$292,077 | N/A | N/A | 571 | 4 | \$76,004 | N/A | N/A | 438 | 10 | | | | | |
| Dec, 2011 | \$302,958 | N/A | N/A | 564 | 4 | \$82,656 | N/A | N/A | 516 | 10 | | | | | |
| Nov, 2011 | \$272,208 | N/A | N/A | 551 | 4 | \$5,775 | N/A | N/A | 556 | 10 | | | | | |
| 6 Month Average | \$272,488 | | | 555 | 4 | \$74,812 | | | 458 | 10 | | | | | |
| Alternate Trade Adjustment Account (ATAA) | | | | | | Health Care Tax Credit Account (HCTC) | | | | | | | | | |
| Average Daily | No of | Items | Checks On Acct | | | Average Daily | No of | Items | Checks On Acct | | | | | | |
| Collected Balance | Deposits | Deposited | (Debits) | ACH's | | Collected Balance | Deposits | Deposited | (Debits) | ACH's | | | | | |
| | (Credits) | (Credits) | ETA-8413 | Wires | | | (Credits) | (Credits) | ETA-8414 | Wires | | | | | |
| April, 2012 | \$1,993 | N/A | N/A | 32 | 6 | \$5,130 | N/A | N/A | 10 | 4 | | | | | |
| March, 2012 | \$3,582 | N/A | N/A | 41 | 6 | \$5,130 | N/A | N/A | 26 | 4 | | | | | |
| Feb, 2012 | \$5,711 | N/A | N/A | 29 | 6 | \$21,534 | N/A | N/A | 12 | 4 | | | | | |
| Jan, 2012 | \$7,526 | N/A | N/A | 38 | 6 | \$12,515 | N/A | N/A | 37 | 4 | | | | | |
| Dec, 2011 | \$20,132 | N/A | N/A | 51 | 6 | \$14,625 | N/A | N/A | 33 | 4 | | | | | |
| Nov, 2011 | \$14,008 | N/A | N/A | 44 | 6 | \$13,351 | N/A | N/A | 17 | 4 | | | | | |
| 6 Month Average | \$8,825 | | | 39 | 6 | \$12,048 | | | 23 | 4 | | | | | |

Note: Activity in the Clearing B Account, Special Account, and the Disaster Unemployment Act (DUA) Account is minimal.
 The Clearing B Account has approximately 30 wires into the account per month and 30 transfers out to either WV Treasury or internal transfer.
 The Special Account has approximately 6 internal transfers into the account per month for checks written on the account.
 The DUA Account has wires into the account and checks issued only if there has been a disaster declared in West Virginia (normally a flood).

EXHIBIT 10

REQUISITION NO.:

ADDENDUM ACKNOWLEDGEMENT

I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED
ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY
PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.

ADDENDUM NO.'S:

NO. 1

NO. 2

NO. 3

NO. 4

NO. 5

I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE
ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS. VENDOR
MUST CLEARLY UNDERSTAND THAT ANY VERBAL
REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY
ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES
AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE
INFORMATION ISSUED IN WRITING AND ADDED TO THE
SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.

SIGNATURE

COMPANY

DATE