



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

**Solicitation**

NUMBER
EDD385993

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
CONNIE OSWALD 304-558-2157

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DEPARTMENT OF EDUCATION  
 BUILDING 6  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0330

DATE PRINTED
11/19/2012

BID OPENING DATE: 11/29/2012 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 2		
				1. TO PROVIDE ANSWERS TO QUESTIONS RECEIVED FOR THIS SOLICITATION.		
				2. TO PROVIDE ADDENDUM ACKNOWLEDGMENT. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.		
				END OF ADDENDUM NO. 2		

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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

SOLICITATION NUMBER: EDD385993  
Addendum Number: 02

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The purpose of this addendum is to modify the solicitation identified as (“Solicitation”) to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

**Description of Modification to Solicitation:**

1. To provide answers to questions received.
2. To provide addendum acknowledgment.

**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

**Terms and Conditions:**

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

1Q.	The 2 requirements of the RFQ that only work with Cisco’s product WebEx. Is purchasing aware that 3.1.1.1 and 3.1.1.4 requirements limit the state’s options to only the WebEx products.
1R.	The intent of the West Virginia Department of Education (WVDE) was only to advise of the phone system currently in place. Therefore 3.1.1.1 is revised and states, “The solution must be able to integrate with WVDE’s current Cisco Unified IP Phone System. 3.1.1.4 has been removed.
2Q.	Are additional terms and conditions acceptable for us to include into our bid response? Are you open to negotiate required terms and conditions to provide the services specified with the vendor of choice?
2R.	Any vendor submitting additional terms and conditions must sign the attached WV-96 Agreement Addendum. Only the West Virginia Attorney General’s Office can negotiate terms and conditions.
3Q.	3.1.1.16, Please explain what is meant by automatic roll call?
3R.	When a participant either calls-in or logs-in to a meeting their name will appear on the roll call or attendance list. Also, the monitor will have access to how long participants were on the call or meeting.
4Q.	Pricing sheet, does the number 28 represent 28 meeting hosts?
4R.	28 represents an estimated number of individual host.
5Q.	Pricing sheet, on the optional item does the “5” and “10” represent hosts as well?
5R.	No, this represents the estimated times these options may be needed. These optional items typically are an add-on cost and we are requesting pricing on these items for host to utilize only if needed.
6Q.	3.1.1.4 states “The solution must be able to imitate, join, and manage meetings from the display interface on the Cisco Unified IP phone”. Could the State please clarify what is meant by this statement – i.e. Is the solution required to reside on the IP phone? Does the State define managing a meeting to consist of more functionality than entering and terminating a conference from a Cisco IP phone set? Could the State provide examples of the type of functionality needed to meet this requirement?
6R.	See #1 response.

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: EDD385993**

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |   |  |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

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Company

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Authorized Signature

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Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.  
 Revised 6/8/2012