



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

Solicitation

NUMBER
HHR13035

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
ROBERTA WAGNER 304-558-0067

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

HEALTH AND HUMAN RESOURCES
 MANAGEMENT INFORMATION SERVICE

 321 CAPITOL STREET, SUITE 200
 CHARLESTON, WV
 25301 304-558-9195

DATE PRINTED
11/29/2012

BID OPENING DATE: 12/06/2012 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO.02						
1. TO CORRECT COST SHEET TO ALLOW FOR YEARS 2 AND 3 MAINTENANCE/SUPPORT WHICH WOULD COINCIDE WITH THE OPTIONAL TWO (2) ONE (1) YEAR RENEWALS. COST SHEET (EXHIBIT A) IS ATTACHED.						
2. TO PROVIDE ADDENDUM ACKNOWLEDGEMENT. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN THE DISQUALIFICATION OR YOUR BID.						
END OF ADDENDUM NO. 02						

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: HHR13035

Addendum Number: 2

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 correct Cost Sheet (Exhibit A) to allow for Years 2 and 3 maintenance/support which would coincide with the optional two (2) One (1) year renewals.
2. To provide Addendum Acknowledgement form.

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

Exhibit A

Bid Cost Sheet

Reference	Item	# of Unit	Cost per Unit (\$)	Sub Total (\$)
3.1.1	Client component license of Software	3		
3.1.1	Server component license of software	1		
3.1.2	Installation and configuration support	1		
3.1.3	Professional Services at the DHHR site in Charleston, WV (All travel expenses must be included in the vendor's fee for this item)	1 unit (5 business Days) for 1 vendor appointed professional in procured components for product training and mentoring		
3.1.4	1 Year Maintenance and Support for procured software components	1		
3.1.4	Year 2 Maintenance and Support for procured software components.	1		
3.1.4	Year 3 Maintenance and Support for procured software components	1		
Total				

Vendor Name: _____

Vendor Address: _____

Remit to Address: _____

Phone #: _____

Fax #: _____

E-mail: _____

Printed Name of Signatory: _____

Signature: _____

Date

Award will be made to lowest total bid meeting specifications.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: HHR13035

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.

Company

Authorized Signature

Date

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