



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

Solicitation

NUMBER
SEC136050

PAGE
1

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

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DEPARTMENT OF ADMINISTRATION
 OFFICE OF THE SECRETARY
 BUILDING 1, ROOM E119
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0120 558-2300

DATE PRINTED
04/26/2013

BID OPENING DATE: 05/02/2013 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001		EA		961-20		
CONSULTING (NOT OTHERWISE CLASSIFIED)						
ADDENDUM NO. 01						
THIS ADDENDUM HAS BEEN ISSUED TO PROVIDE THE ATTACHED DOCUMENTATION.						
0002	1	LS		961-20		
INDEPENDENT FINANCIAL ADVISORY SERVICES						

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: SEC136050

Addendum Number: 1

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:

To provide answers to the technical questions

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

RFP#: SEC136050

Addendum No. 1

Technical Questions and Answers

1. Will signing and dating Attachment B: Mandatory Specification Checklist, be sufficient evidence that our firm meets and exceeds each of the specifications outlined in 4.5 of Section Four: Project Specifications, or will we have to provide documentation? Should the State require documentation, what documentation would be sufficient to satisfy the requirement of Attachment B?

Answer: Mandatory requirements, as defined in Section 4.5, must be met by the vendor. Failure to meet a mandatory requirement will result in the disqualification of the vendor's bid. Vendors should affirm that they meet the mandatory requirements of the solicitation and provide explanation and/or documentation confirming they meet these requirements.

2. Will out of pocket expenses be reimbursed or is the financial advisor asked to include the expected costs for recovery in the hourly rates?

Answer: All costs must be included in the hourly rates. No separate reimbursements will be made.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: SEC136050

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