



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

# Solicitation

NUMBER
AGR1412

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
DEAN WINGERD 304-558-0468

RFQ COPY

TYPE NAME/ADDRESS HERE

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DEPARTMENT OF AGRICULTURE  
 MARKETING & DEVELOPMENT  
 BUILDING 1, ROOM M28  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305 304-558-2221

DATE PRINTED
02/27/2014

BID OPENING DATE: 03/06/2014

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
ADDENDUM IS ISSUED:						
1. TO CHANGE THE BID OPENING DATE TO MARCH 6, 2014 AT 1:30PM.						
2. TO PROVIDE RESPONSES TO VENDORS' QUESTIONS REGARDING THE ABOVE SOLICITATION. QUESTION AND ANSWER PAGES ARE ATTACHED.						
3. TO REVISE THE ORIGINAL SPECIFICATIONS, SEE LIST OF CHANGES ATTACHED AND COMPLETE SET OF REVISED SPECIFICATIONS ATTACHED.						
4. TO PROVIDE ADDENDUM ACKNOWLEDGMENT. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN THE DISQUALIFICATION OF YOUR BID.						
***** END OF ADDENDUM NO. 1 *****						

SIGNATURE		TELEPHONE		DATE
TITLE	FEN	ADDRESS CHANGES TO BE NOTED ABOVE		

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

**SOLICITATION NUMBER: AGR1412**  
**Addendum Number: 1**

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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 change the bid opening date to March 6, 2014 at 1:30pm.
2. To provide copy of vendor questions and responses.
3. To modify specifications see attached list of changes and new copy of the specifications which are attached.
4. To provide Addendum Acknowledgment 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

## Questions and Answers for AGR1412

- Page 21 – F. Be stapled into booklets, per Agency’s request, of 5, 6 or 10 Food Instruments per booklet. In order to give a binding price for the printing of the Food Instrument booklets, we need a specific number of FIs in a booklet. Please provide that specific number not a range. Answer-Change made in Specs.
- Page 22 to 24 – section 4.1.3.1 - Edit detail
  - 2. The “not to exceed” value is set at \$500. As shown on page 33 (Sample of Food Instrument), FIs have a “not to exceed” value of \$2.00. Setting the value at \$500 allows for potential fraud. Answer-Change made.
  - 6. Price Changed Incorrectly - As shown on page 33 (Sample of Food Instrument), the price is preprinted and cannot be changed. Allowing this edit allows for potential fraud. Answer-Delete this edit
- Page 24 – The RFQ discusses the different types of files that the Agency will provide to the Vendor. Unless the Agency has procured a MIS system for this program, they will not be able to provide these files. Currently they are not provided. If the Agency did purchase a MIS system for this program, the level of complexity added is not needed for the volume and processing Sr. FMNP vouchers. This has a possibility of impacting vendor pricing. Answer- Stand as is.
- Page 25 – section 4.1.3.3. As shown on page 33 (Sample of Food Instrument), there is no FI type to key from the face of the voucher. All vouchers are preprinted with first and last dates to use. Therefore this requirement is not necessary. Answer- Delete 4.1.3.3 from specs
- Page 25 – section 4.1.3.4. As shown on page 33 (Sample of Food Instrument), the vouchers come preprinted in their entirety from our printer. The vouchers are not printed on again by a PC therefore there are no numbers to compare for a match. This requirement is not necessary and would be confusing to any bidder. Answer- Delete 4.1.3.4 from specs
- Page 25 – section 4.1.3.5. Currently the Program does not provide payments to Farmers via ACH for replacement of rejected vouchers. In order to accomplish this, each Farmer’s bank account information would have to be collected by the Program and electronically transmitted to the Contractor. Unless the Agency has acquired a MIS system to provide this information, this process cannot be performed. Answer- Stand as is.
- Page 27 – section 4.1.3.11. This section discusses “Each organization will have a different color and must have a separate account.” The title of the RFQ specifications is for “Senior Farmer’s Market Nutrition Program”. Does this mean that there are more accounts than just Seniors? If so the specifications (voucher volume, edits, etc.) have not been provided. Answer-Stand as is.
- Page 28 – section 4.1.3.17. The files that are discussed in this section can only be provided if the Agency has procured a MIS system. Answer- Stand as is.

## Questions and Answers for AGR1412

- Page 28 section 4.1.3.18. Currently the Agency funds their account as needed not on a daily bases. There can be days where only a few \$2.00 checks are presented for clearing. The State could be incurring higher bank wire fees than the deposit would be for. Answer- Stand as is.
- Page 32 – Exhibit A. West Virginia FMNP Banking & Auditing Services Pricing Page. The volumes on this page are significantly different than what the RFQ states and what we have experienced as the current processor.
  - The RFQ states on page 18 that approximately 200,000 coupons are distributed. The volume on the pricing page is 1,000,000. The data entry for the capture of the FMNP vendor number is 120,000. The data entry volume and the per price should be the same number. Answer- Page 18 is correct, changed Exhibit A to read 200,000
  - For the 2013 FMNP season we rejected 201 vouchers. The RFQ states 6,000. Answer- Changed to 1,000
  - For the 2013 FMNP season we processed 2,617 for endorsement services. The RFQ states 9,600. Answer- Changed to 5,000
  - There is no data entry for missing issuance due to our mass issuance process that covers every voucher number that the Agency hands out therefore the volume of 1,200 is irrelevant. Answer- Delete from specs
  - All vouchers processed come to Solutran, and most other vendors providing this type of service, via an image not paper. Therefore we cannot physically pull original vouchers to return to the Agency. Answer- Delete from specs
  - The cost for updating vendor files would not be necessary unless the Agency has procured a MIS system to provide vendor files to the Contractor. Answer- Stand as is.
  - The rate of interest charged for one day delay in payment is not a banking industry standard. If the Agency's account becomes overdrawn, we would charge an overdraft fee. Answer- Delete from specs
  - Unless the Agency has procured a MIS system that can provide a vendor file to the Contractor that has Farmer banking information, ACH payments cannot occur. Answer- Delete

Specification changes for AGR1412

- Page 21 – F. Be stapled into booklets, per Agency’s request, of 5, 6 or 10 Food Instruments per booklet. In order to give a binding price for the printing of the Food Instrument booklets, we need a specific number of FIs in a booklet. Please provide that specific number not a range. Correction Made to the specs
- Page 22 to 24 – section 4.1.3.1 - Edit detail
  - 2. The “not to exceed” value is set at \$500. As shown on page 33 (Sample of Food Instrument), FIs have a “not to exceed” value of \$2.00. Setting the value at \$500 allows for potential fraud. Change made to the specs

Page 25 – section 4.1.3.3. As shown on page 33 (Sample of Food Instrument), there is no FI type to key from the face of the voucher. All vouchers are preprinted with first and last dates to use. Therefore this requirement is not necessary. Answer- Deleted Section 4.1.3.3 from specs completely

- Page 25 – section 4.1.3.4. As shown on page 33 (Sample of Food Instrument), the vouchers come preprinted in their entirety from our printer. The vouchers are not printed on again by a PC therefore there are no numbers to compare for a match. This requirement is not necessary and would be confusing to any bidder. Answer- Delete Section 4.1.3.4 from specs completely
  - For the 2013 FMNP season we rejected 201 vouchers. The RFQ states 6,000. Changed to 1,000 in the specs.
  - For the 2013 FMNP season we processed 2,617 for endorsement services. The RFQ states 9,600. Answer- Changed to 5,000 in the specs.
  - There is no data entry for missing issuance due to our mass issuance process that covers every voucher number that the Agency hands out therefore the volume of 1,200 is irrelevant. Delete from specs completely
  - The rate of interest charged for one day delay in payment is not a banking industry standard. If the Agency’s account becomes overdrawn, we would charge an overdraft fee. Delete from specs completely
  - Unless the Agency has procured a MIS system that can provide a vendor file to the Contractor that has Farmer banking information, ACH payments cannot occur. Delete from specs completely

## REQUEST FOR QUOTATION #AGR1412

**Banking & Auditing Services for Clearing of WV Senior Farmer's Market Nutrition Program Food Instruments**

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**SPECIFICATIONS**

- 1. PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of WV Department of Agriculture, marketing and Development Division (the "Agency"), to establish an open-end contract for Banking & Auditing Services for clearing of Farmers' Market Nutrition Program Food Instruments.

The Farmers Market Nutrition Program is a federally funded nutrition program administered by the US Department of Agriculture (USDA). The Agency administers one portion of this program, known as the West Virginia Senior Farmers' Market Nutrition Program, which provides Food Instruments to eligible senior citizens who meet age and income guidelines. The federal program requires the Agency to acquire the services of a banking institution to act as a clearinghouse for the Food Instruments issued to eligible participants. Eligible participants must be at least 60 years of age at the time they sign up for the program. The household income of eligible participants must be at 185% of the current poverty level or less. The program currently serves approximately 20,000-25,000 participants.

Food Instruments for this program are provided and processed by the banking institution Vendor awarded this Contract. Approximately 200,000 two-dollar coupons are distributed to eligible participants, who then use them to buy produce from local authorized farmers, to the aggregate amount of approximately \$400,000.00. These figures are contingent upon the amount of funding from the USDA to the WV Department of Agriculture. WV Department of Agriculture reserves the right to change the number of coupons/vouchers and the face value, while the overall dollar amount of anticipated transactions remains the same.

During the life of this contract, the Agency contact person will be the Director of the Marketing & Development Division of the WV Department of Agriculture.

- 2. DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
- 2.1 "Contract Services"** means the Auditing and Banking services required to print, provide, process and clear the Agency's Senior Farmer's Market Nutrition Program Food Instruments, or coupons/vouchers, as defined in detail in Section 4, below.
- 2.2 "Food Instruments", or "FI"** means the coupon, or voucher, much like a normal checking draft, produced by the Vendor, delivered to the Agency, issued by the

## REQUEST FOR QUOTATION #AGR1412

**Banking & Auditing Services for Clearing of WV Senior Farmer's Market Nutrition Program Food Instruments**

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Agency to eligible participants, used by eligible participants at qualified farmers, and then processed by the Contract Services provided by the Vendor. Food Instruments provided under this Contract must meet all USDA requirements.

**2.3 "Pricing Page"** means the pages upon which Vendor should list its proposed price for the Contract Services. The Pricing Page is either included on the last page of this RFQ or attached hereto as Exhibit A.

**2.4 "RFQ"** means the official request for quotation published by the Purchasing Division and identified as AGR1412.

**2.5 "FMNP"** means Farmer's Market Nutrition Program

**3. QUALIFICATIONS:** Vendor shall have the following minimum qualifications:

**3.1** Qualified Vendor will have successfully provided banking, auditing and clearinghouse services for at least two (2) other organizations administering a USDA Farmers Market Nutrition Program. Bidders should provide their own references, which include, at a minimum, the name of the organization for which they performed the services, the dates during which the services were performed, the estimated or actual dollar amount of total transactions processed during the life of the contract, the estimated or actual quantity of transactions processed during the life of the contract, the name or number of the contract under which the services were performed, and the current contact information of the organization's representative who could attest to successful completion of the contract. This document may be provided with the bid, but is required to be provided by the successful Bidder prior to award. One of these organizations can be the Agency (in prior years).

**3.2** Qualified Vendor must provide a Contract Manager for this Contract who has participated in at least one of the qualifying services in Section 3.1. Bidders should document that the Contract Manager they propose for this Contract (see Section 11) has participated in at least one of the three reference projects by providing a separate resume, or by stating the Contract Manager's role somewhere in the reference



REQUEST FOR QUOTATION #AGR1412

**Banking & Auditing Services for Clearing of WV Senior Farmer's Market Nutrition  
Program Food Instruments**

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**4. MANDATORY REQUIREMENTS:**

**4.1 Mandatory Contract Services Requirements and Deliverables:** Vendor shall provide Agency with the Contract Services listed below on an open-end and continuing basis. Contract Services must meet or exceed the mandatory requirements listed below.

**4.1.1 Banking Services – Internet-based FI System**

- 4.1.1.1 Vendor must provide services that meet WVDA requirements for Data File Transmittal. The Vendor must provide a secure FTP (File Transfer Protocol) site to transfer data and electronic reports to and from the bank and the Agency.
- 4.1.1.2 Vendor must provide services that meet WVDA requirements for Security Design and Safeguard Features; services must include design features that safeguard against fraud, abuse and waste.
- 4.1.1.3 Vendor must provide services that meet WVDA requirements for Right to Privacy of Participants, protecting the right of privacy of program participants.
- 4.1.1.4 Vendor must provide services that meet WVDA requirements for the Use of Tested State-of-the Art Techniques, meaning that all technology used to provide services must be tested technology.
- 4.1.1.5 Vendor must provide an internet-based Food Instrument retrieval and search system that complies with all requirements stated in Section 4.1.3.
- 4.1.1.6 A hard copy tutorial (electronic or paper) for the Internet-based FI image retrieval and search system shall be provided to the Agency

**4.1.2 Printing and Delivery of Food Instruments**

- 4.1.2.1 Vendor must provide for the printing and delivery of Food Instruments to the Agency. Agency will be responsible for distributing FI to the eligible program participants.
- 4.1.2.2 Printed FI must meet all requirements of the USDA including, but not limited to, having the following characteristics:

## REQUEST FOR QUOTATION #AGR1412

**Banking & Auditing Services for Clearing of WV Senior Farmer's Market Nutrition Program Food Instruments**

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- A. The first date to spend is the first date the FI may be used by the participant;
- B. The last date by which the participant may use the FI. This date may otherwise be printed as being at least 30 days after the date in A., above;
- C. An expiration date by which the farmers market vendor is required to submit the FI for payment is printed on the back of the FI;
- D. A unique and sequential serial number;
- E. A preprinted value will be on each FI;
- F. A signature space.

**4.1.2.3** Food Instruments should closely match the example provided in Exhibit B, and shall:

- A. Bear the program information in the upper-left hand corner;
- B. Include a program or Agency logo;
- C. Include an area for endorsement for the farmers market vendor on its back;
- D. Include a box field for placement of the farmers market vendor's stamp.
- E. Include a cover sheet for participant name and address;
- F. FIs stapled into booklets, per the Agency's request.

**4.1.2.4** Following award of Contract, Agency will place order (with the Contract Manager, below, by email or fax) for the quantity of Food Instruments anticipated to be used during the first year of the Contract. Within three (3) calendar days of receipt of the order, the Vendor will provide the Agency with a proof of the Food Instrument. Upon Agency's written approval (email suffices) of the proof, Vendor will prepare the quantity of FI. The Vendor must consider any extraordinary, expedited freight costs necessary to meet this requirement and include it in their cost-per-draft pricing. No additional charges will be paid by the Agency for shipping of the FI.**4.1.2.5** Food Instruments are to be boxed in booklets of 500 Instruments/box and arranged in serial number order. Box

## REQUEST FOR QUOTATION #AGR1412

**Banking & Auditing Services for Clearing of WV Senior Farmer's Market Nutrition Program Food Instruments**

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shipping label will identify the serial number range and list the number of the box (see Exhibit C).

**4.1.2.6** The Vendor shall supply to Agency the FI for Farmers Market Nutrition Program (FMNP) printed on appropriate ledger weight paper, designed to specifications. The Vendor must provide laser printed labels for each box to include the beginning and ending FI number contained therein with the box number. Both of these will be encoded with a scannable bar code. Sample copies of both the participant FI and shipping label are included as Exhibit B & C. Quality of FI stock cannot be changed without prior written approval of the Agency.

FI stock measures three and one-half inches (3 ½") in height and eight and one-half inches (8 ½") in length which includes the attached check stub. Weight of check stock shall be at least ledger weight. Sample of FMNP FI is attached. FMNP FI stock will be requested in approximate lots of 200,000.

**4.1.2.7** The Vendor must purchase and print all FIs stock at the request of the State. The Vendor will be notified of the exact time and date for the delivery. A FI packing slip will be sent to the State which will include the beginning and ending FI numbers and box numbers of all FI's shipped.

**4.1.3 Banking Services – Clearing Food Instruments**

The Vendor shall act as clearinghouse for Food Instruments, and meet the following requirements, at a minimum:

**4.1.3.1** The Vendor must perform the proper manual and automated edit activities to make it possible to identify food instruments to be rejected for, at a minimum, the following reasons. Rejection codes are identified below. Vendor will have to provide a rubber stamp for each rejection code (See Draft Rejection Stamp Messages, Exhibit D). Please be advised these codes may change based on

## REQUEST FOR QUOTATION #AGR1412

**Banking & Auditing Services for Clearing of WV Senior Farmer's Market Nutrition  
Program Food Instruments**

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requirements of the Federal Reserve System. FI may have more than one rejection reason. The Rejection Does include, but not limited to the following:

- 1) Post and Stale dates. Bank process date used as the redeemed date for all date calculations. REJECTION CODE: 11, message – EARLY CASHING VOID DO NOT REDEPOSIT (11) and REJECTION CODE: 10, 16, message – STALE DATED VOID DO NOT REDEPOSIT (10, 16)
- 2) Over “not to exceed” value of FI. REJECTION CODE: EXCEEDS DOLLAR LIMIT
- 3) Over reasonable dollar amount for food items listed on FI  
REJECTION CODE: B, message - REJECTION CODE: 41,  
message – OVER MAX \$ AMOUNT DO NOT REDEPOSIT (41)
- 4) Voided as lost, stolen, or damaged FI  
REJECTION CODE: A, message – STOP PAYMENT Void – Do Not Redeposit – Not Payable via Banking System – WV-90
- 5) FI previously rejected and cannot be redeposited. Only FI's previously rejected for missing or illegible stamps may be redeposited.  
REJECTION CODE: SECOND PRESENTMENT – VOID DO NOT REDEPOSIT (50)
- 6) Alterations including chemical alterations (e.g. “white-out), etc.  
REJECTION CODE: ALTERED VOID – DO NOT REDEPOSIT (31)
- 7) Data missing, illegible or counterfeit Vendor number stamp  
REJECTION CODE: UNREADABLE/ILLEGIBLE VENDOR STAMP (03)
- 8) Missing Vendor Stamp – REJECTION CODE: MISSING VENDOR STAMP (01)  
Prior to rejecting a draft for “Missing Vendor Stamp” data missing, illegible or counterfeit Vendor number stamp, Vendor will review the back side of the draft to see if the proper Vendor can be determined

## REQUEST FOR QUOTATION #AGR1412

**Banking & Auditing Services for Clearing of WV Senior Farmer's Market Nutrition  
Program Food Instruments**

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from the bank. If it can be determined, the staff will input the missing Vendor Stamp number and process the draft through all other edits.

- 9) Missing signatures  
REJECTION CODE: MISSING SIGNATURE – VOID DO NOT REDEPOSIT (22, 23)
- 10) Encoded ID number of redeeming Vendor is not authorized number. The encoded ID number is the four digit Vendor number that is stamped on the drafts by the Vendor. REJECTION CODE: UNAUTHORIZED VENDOR STAMP – VOID DO NOT REDEPOSIT (07)
- 11) Counterfeit Stamp – Any stamp that does not contain the words WVFMNP and a four-digit Vendor number. REJECTION CODE: COUNTERFEIT STAMP – VOID DO NOT REDEPOSIT – Not Payable via Banking System – WV-58

To perform the above services, Agency will furnish the Vendor a FI master file tape or data transmittal and vendor file, daily (issued) and a food cost file in data transmission format agreed to by both parties. The food cost file is a file that is sent quarterly or when new prices are desired to go into effect. It consists of a record for each FI type with a maximum price for each vendor class for that draft type. The draft FI is provided with the daily issuance records. The vendor class will be provided on the Vendor transmission file. Agency will supply the Vendor with an authorized vendor listing data transmission once a month or on-demand as needed. The Vendor shall transmit to Agency on a daily basis, a copy of the FI master file showing accepted and unaccepted items of automated food instruments and Automated Clearing House (ACH) transfers. Should the Vendor err in negotiating an item(s) (e.g. accept a FI for payment that should have been rejected according to the stipulated edits), the Vendor shall absorb the costs of its error(s), unless the error was caused by erroneous data provided by Agency to the Vendor, in which case.

- 4.1.3.2 Vendor will look up the vendor number using the endorsement on the back of the draft presented that has a missing or illegible

## REQUEST FOR QUOTATION #AGR1412

**Banking & Auditing Services for Clearing of WV Senior Farmer's Market Nutrition Program Food Instruments**

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vendor stamp. If number can be determined, the FI will be paid as long as it does not fail any other details.

- 4.1.3.3** Replacement of rejected vouchers will be automated to allow reimbursement using the same check number previously used when they were originally rejected. A different paid record type will be used to differentiate between normal paid items and voucher replacement paid items. Reimbursements to vendors by ACH transfers are to be handled by banking Vendor. If multiple reimbursements are due to various stores within a chain/corporate office, the reimbursements are not to be consolidated and sent to one corporate bank account. Only FIs rejected by the bank and replaced by the Agency are to be processed by ACH transfer.

ACH transactions for replacement FIs will be generated at least weekly. The bank will process the replacement FIs by ACH transfer and mail to the Vendor a detail listing of rejected vouchers indicating if they were paid or not paid and the date paid. The same statements shall be provided to the Agency in the daily report transmittal file along with the ACH Summary Reports.

- 4.1.3.6** The Vendor shall return all rejected FIs to vendors through the banking system. These FIs are to be clearly identified as to each reason for rejection and appropriate alternative action (See Draft Rejection Stamp Messages, Exhibit D).

The Vendor shall provide electronic wire transfer services for transferring funds to the funding account and for any rejected food instruments which shall be returned to the food Vendor's bank of original deposit. This service must comply with all the requirements to the Federal Cash Management Act.

West Virginia State Treasurer's Office will wire required funding to the bank presentment account as needed.

- 4.1.3.7** The Vendor shall transmit via data transmittal to Agency daily (as per Section 4.1.1) and follow with a hard copy (may also be done with FTP secure site) of all processed items showing serial number, amount paid, date paid, and vendor ID number. The data

## REQUEST FOR QUOTATION #AGR1412

**Banking & Auditing Services for Clearing of WV Senior Farmer's Market Nutrition Program Food Instruments**

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transmittal shall also include data for all rejected drafts including rejection reasons.

- 4.1.3.8** The Vendor must data enter and verify (keying and key verifying) the three (3) digit FMNP vendor stamp code to redemption and rejection records.
- 4.1.3.9** When MICR-line errors occur, if the original redeemed FI was the one in error, the redemption record **MUST** be sent with redemption record of what the FI should have been with a redemption code indicating MICR error.
- 4.1.3.10** The Agency must have the capability to send correction transactions to the Vendor to perform such things as unvoiding FIs that were erroneously sent to the Vendor as voids.
- 4.1.3.11** All Farmers Market Nutrition Program (FMNP) Food Instruments (FI) will be preprinted (not client specific) with a redemption value. Each organization will have a different color and must have a separate account. Monthly charges for FMNP must be identified separately by organization on the monthly invoice.
- The edits for FMNP drafts will be for missing vendor stamp and signature. An edit for invalid vendor stamp will also be used when all farmer applications and agreements have been received and approved. These rejects will be returned to the vendor through the banking system.
- 4.1.3.12** During close-out of each Federal FY (October-February), the Vendor will provide activity reports to Agency, splitting the daily clearing organizations activity of all FIs between the two Federal FYs. This report shall be provided daily with a monthly summary provided.
- 4.1.3.13** The State requires the zero balance bank account be maintained for the daily FI clearing activity.
- 4.1.3.14** The Vendor will be required to abide by the following record retention schedule for all cleared FIs:

## REQUEST FOR QUOTATION #AGR1412

**Banking & Auditing Services for Clearing of WV Senior Farmer's Market Nutrition Program Food Instruments**

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- 1) Actual drafts – 90 days from end of month redeemed
  - 2) On-line access (front and back) – 3 years
- 4.1.3.15** The Vendor will provide a secure on-line method for Agency staff to review and print draft images of redeemed and rejected FIs. These images shall be available within three days of redemption or rejection of the draft.
- 4.1.3.16** The Vendor will provide an on-line secure method for Agency staff to look up draft status for specific FIs that meet multiple search criteria. The search criteria shall include at a minimum the following: vendor Number, vendor Class, FIs (range and a list of numbers), Draft Status, Rejection Reason, Draft Type, Food Code, Exception Handling, 1<sup>st</sup> date to spend, Paid Date (single or range), % of Max Range, Amount Range, Calculate Average by FI type or FY types or Vendor class selected. The search result shall be downloadable to a spreadsheet. On-line images shall be able to be retrieved from the search result table. This On-line site shall also give a daily summary of all drafts processed by day.
- 4.1.3.17** A secure FTP site will be setup to transmit and retrieve banking files. Agency will transmit issuance data to this site daily, vendor file (monthly or more frequently if needed), a maximum draft type amount file (quarterly or more frequently if needed). The Vendor will place the redemption/rejection paid file (daily), the reports file (daily), and a monthly report summary file on this site for Agency staff to retrieve.
- 4.1.3.18** The Agency requires Daily transfer of fund – same day wire payment, a Fax/Email invoice of daily clearance activity submitted, management by 10:00 am EST daily (Monday – Friday). Deadline cannot and will not be moved. Checking account will not be pre-funded.

**5. CONTRACT AWARD:**



## REQUEST FOR QUOTATION #AGR1412

**Banking & Auditing Services for Clearing of WV Senior Farmer's Market Nutrition  
Program Food Instruments**

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**5.1 Contract Award:** The Contract is intended to provide Agency with a purchase price for the Contract Services. The Contract shall be awarded to the Vendor that provides the Contract Services meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

**5.2 Pricing Page:** Vendor should complete the Pricing Page by providing a unit cost bid for the items (below, and on the Pricing Page), and then multiply the bid Unit Cost by the Estimated Yearly Quantity to calculate the Extended Total. Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

The Items are:

1. Price per FI presented, edited and paid per FI
2. Data entry cost for capture of FMNP vendor number per key stroke
3. Price per FI rejected
4. Stamp from endorsement services per FI
5. Data Entry for NO Issuance per FI
6. Price per FI for paid and pulled for return per compliance FI and/or price per copy of original FI which has been rejected.
7. Stop Payment for selected FI per FI
8. Cost for updating vendor files per occurrence
9. Price for on-line/Internet storage and access per copy
10. Daily Balance Reporting per Account/Month
11. Daily wire transfers by 10:00 am EST, per wire
12. Cost per Food Instrument for printing and shipping FIs
13. Rate of interest charged for one day delay in payment
14. Cost per incident of ACH repayment (per store)

All charges for each item are to be included in the Unit Cost for each item; no additional charges may be applied.

Notwithstanding the foregoing, the Purchasing Division may correct errors as it deems appropriate. Vendor should type or electronically enter the information into the Pricing Page to prevent errors in the evaluation.

6. **PERFORMANCE:** Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency. In the event that this Contract is designated as an open-end

## REQUEST FOR QUOTATION #AGR1412

**Banking & Auditing Services for Clearing of WV Senior Farmer's Market Nutrition Program Food Instruments**

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contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.

All Contract Services and Food Instruments will be available and operational after receiving Contract and prior to May 10, 2014.

7. **PAYMENT:** Agency shall pay the Unit Prices as shown on the Pricing Pages, for all Contract Services performed and accepted under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.
8. **TRAVEL:** Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the Agency separately.
9. **FACILITIES ACCESS:** Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:
  - a. Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.
  - b. Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.
  - c. Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.
  - d. Anyone performing under this Contract will be subject to Agency's security protocol and procedures.
  - e. Vendor shall inform all staff of Agency's security protocol and procedures.

## REQUEST FOR QUOTATION #AGR1412

**Banking & Auditing Services for Clearing of WV Senior Farmer's Market Nutrition  
Program Food Instruments**

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**10. VENDOR DEFAULT:**

- a. The following shall be considered a vendor default under this Contract.
- i. Failure to perform Contract Services in accordance with the requirements contained herein.
  - ii. Failure to comply with other specifications and requirements contained herein.
  - iii. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
  - iv. Failure to remedy deficient performance upon request.
- b. The following remedies shall be available to Agency upon default.
- i. Cancellation of the Contract.
  - ii. Cancellation of one or more release orders issued under this Contract.
  - iii. Any other remedies available in law or equity.

**11. MISCELLANEOUS:**

- a. **Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below. The Agency reserves the right to reject any staff proposed or later assigned to the project, and require the Vendor to remove them from the project. No change to the assigned Contract Manager may occur without prior, written (email suffices) notification of the Agency. Project staff meetings will occur at the Agency's location, as often as needed during the life of the contract, to address issues arising on the project. Attendance at these meetings by the Contact Manager is mandatory, optional for all other Vendor staff working on the project. All travel expenses to attend these meetings are the responsibility of the Vendor.

**Contract Manager:** \_\_\_\_\_  
**Telephone Number:** \_\_\_\_\_  
**Fax Number:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_

RFQ#AGR1412

Exhibit A

## West Virginia FMNP Banking &amp; Auditing Services Pricing Page

## ESTIMATED PURPOSES ONLY

All prices proposed are inclusive of all vendor supplied forms, postage, supplies, equipment, etc., as required to meet the specification. Prices will be firm for the life of the Contract. Quantities listed are estimated, for bid evaluation purposes only.

	Description of Service	Unit of Measure	Unit Cost	Estimated Yearly Quantity	Extended Total
1	Price per FI for FIs presented, edited and paid	FI		200,000	
2	Data entry costs for capture of FMNP vendor number - 3 key strokes required	Key Stroke		200,000	
3	Price per FI for FIs rejected	FI		1,000	
4	Stamp from endorsement service	FI		5,000	
5	Stop Payment for selected FIs	FI		2	
6	Cost for updating vendor files (submission of supplemental vendor transmissions)	Occurrence		12	
7	Price for on-line/Internet (front & back) storage and access	Per Copy		200,000	
8	Daily Balance Reporting (per Account per Month)	Account/ Month		252	
9	Daily wire transfer by 10:00 AM EST	Wire		252	
10	Cost per Food Instrument printing & shipping FIs to agency	Ea		200,000	
	<b>Estimated Annual Grand Total</b>				

Vendor Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: AGR1412**

**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