



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

Solicitation

NUMBER
DEP16424

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
FRANK WHITTAKER 304-558-2316

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

ENVIRONMENTAL PROTECTION
 DEPARTMENT OF
 OFFICE OF INFORMATION SERVICES
 601 57TH STREET
 CHARLESTON, WV
 25304 304-926-0499

DATE PRINTED
12/17/2013

BID OPENING DATE: 12/19/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				THIS ADDENDUM IS ISSUED TO PROVIDE THE ATTACHED TECHNICAL QUESTIONS AND ANSWERS.		
				THE BID OPENING DATE AND TIME HAVE NOT CHANGED.		
				***** END ADDENDUM NO. 1 *****		

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: DEP16424
Addendum Number: 01

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:

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

DEP16424

ADDENDUM #1

1. Q: As part of work, will the resources need to travel outstation? If travel is required, within how many miles of radius from DEP location?

A: Travel may be required on occasion. Travel would be limited to within the state of WV.

2. Q: Will you conduct Candidates' interviews?

A: No.

3. Q: Are these new positions or to replace an end-of-life contracts?

A: New positions.

4. Q: Will vendor provide consultant(s) to work under your management and supervision and get paid by hourly worked (staff augmentation)? Or will the vendor provide and manage consultant(s) and get paid by deliverables delivered and approved (deliverables-based project)?

A: The consultants will work under the management and supervision of WV DEP and will be paid on an hourly basis as established by this contract and as per the RFQ specifications.

5. Q: 3.1.13: "vendor must provide the legal documentation to support proof that their candidate is a US citizen or eligible to work in the US". What documents are acceptable for US citizen? Do we need to provide this legal documentation with the proposal? Can we provide after getting awarded?

A: Acceptable documents are any of those on the list of acceptable documents on the U.S. Department of Homeland Security USCIS Form I-9. Documentation must be provided prior to award of the contract, but preferably with the bid.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: DEP16424

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