



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

Solicitation

NUMBER
DNR214058

PAGE
1

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

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIVISION OF NATURAL RESOURCES
 PROCUREMENT OFFICE
 324 4TH AVENUE
 SOUTH CHARLESTON, WV
 25303-1228 304-558-3397

DATE PRINTED
03/11/2014

BID OPENING DATE: 03/20/2014

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				ADDENDUM IS ISSUED:		
				1. TO PROVIDE RESPONSES TO VENDORS' QUESTIONS REGARDING THE ABOVE SOLICITATION. QUESTION AND ANSWER PAGES ARE ATTACHED.		
				2. 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	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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

SOLICITATION NUMBER: DNR214058
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:

1. To provide copy of vendor questions and responses.
2. 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

DNR214058

Technical Questions

Q. 1. Section 3.1, page 20: What form of documentation do you need to confirm our university offers a Ph.D.? Does this require a statement on official university letterhead or would printing online information to prospective students suffice?

A. 1. *Printing of online information to prospective students will suffice or bidders may copy their academic handbook or get a letter on official university letterhead.*

Q. 2. Section 3.4, page 20: What form of documentation is necessary to be a "GIS Specialist." Does this require a university-granted "GIS Certificate" or would a researcher's manuscripts using GIS and years of experience in data analysis suffice?

A. 2. *A researcher's manuscripts using GIS and years of experience in GIS data analysis will suffice.*

Q. 3. Section 4.2.2.1. and 4.2.3.1. Is a report detailing completion of 4.2.3. really due by February 28, 2015 or should the year be 2016 or 17?

A. 3. *The date in 4.2.3.1 was a mistake. It is corrected from February 28, 2015 to February 29, 2016.*

Q. 4. Does the agency want a Report detailing landscape genetics analysis overlaying genetic and GIS assignment before the Report for 4.2.2. that actually includes the results of genetics analysis?

A. 4. *No, see A.3. Date in 4.2.3.1 has been modified.*

Q. 5. Specifications Article 5.2, Pricing Page (page 23) – "Vendor should complete the Pricing Page by filling in the Unit Price for each item listed, this Unit Price shall include all costs related to the project including salaries, fringe benefits, travel, supplies and any other incidentals required."

Given the RFQ language in the preceding paragraph, does the Agency expect to see a line item budget by year for salaries, fringe benefits, travel, etc. on the Pricing Page, or does the Agency want these types of costs rolled up into a yearly total and the yearly total is the "Unit Price".

A. 5. *The Agency does not expect to see a line item budget. They want these types of costs rolled up into a yearly total and the yearly total is the "Unit Price."*

Q. 6. If the "Unit Price" on the Pricing Page is not yearly total, then what is an acceptable "unit Price" measurement? See also Specifications Article 8. Travel that states "Any anticipated mileage or travel cost may be included in the flat fee or hourly rate listed on Vendor's bid..."

A. 6 *The "Unit Price" is the yearly total on the pricing page.*

Q. 7. Specifications, Article 7, Payment (page 23) – “Agency shall pay the annual unit price as shown on the Pricing Pages, for all Contract Services performed and accepted under this Contract. Vendor shall accept payment in the accordance with the payment procedures of the State of West Virginia. Vendor shall bill Agency monthly for costs accrued during that pay period.”

Will this be a fixed price agreement or a cost reimbursement agreement? The language above could be interpreted to read as a fixed price agreement as well as a cost reimbursement.

A. 7. This will be a cost reimbursement not to exceed total bid amount.

Q. 8. Pricing Page: Would it be acceptable to have different Yearly totals? For example in out years, there may be cost of living increases, and other inflationary factors that might impact the costs of Years two (2) and three (3).

A. 8. Yes, it is accepted, and expected, that there would be different costs between years one (1), two (2), and three (3) depending upon supplies needed for that specific time period, cost of living inflation, etc.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: DNR214058

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 acknowledgment should be submitted with the bid to expedite document processing.
 Revised 6/8/2012