



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

Solicitation

NUMBER
EDD403074

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
EVELYN MELTON 304-558-2306

RFQ COPY
 TYPE NAME/ADDRESS HERE

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DEPARTMENT OF EDUCATION

 BUILDING 6
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0330

DATE PRINTED
12/30/2013

BID OPENING DATE: 01/07/2014 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 QUESTIONS REGARDING THE ORIGINAL REQUEST FOR PROPOSAL. QUESTIONS AND RESPONSES 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		
0001	1	LS		961-20-00-100		
				PROFESSIONAL SERVICE FIRM		
				INCLUDES OF ALL TIME, TRAVEL, STAFF-TIME, PUBLICATION POSTINGS, MEETINGS WITH BOARD MEMBERS AND/OR COMMUNICATING OR MEETING WITH STAKEHOLDERS, DEVELOPING JOB DESCRIPTION, OR ANY COMMODITY OR SERVICE NEEDED TO MEET THE REQUIREMENTS OF THIS RFP.		

SIGNATURE		TELEPHONE		DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE		

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



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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFP EDD403074 ***** TOTAL:						_____

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: EDD403074
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 responses to questions.
2. To provide Addendum Acknowledgment.

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

EDD403074

Questions & Responses

1Q. Section 5: Mandatory Deliverables – Is the vendor only responsible for recommending 3 applicants?

1R. The successful vendor will be required to qualify and recommend a minimum of three (3) applicants to the board for final interviews.

2Q. What recourse does the West Virginia State Board have should an applicant be offered the position and prior to the start date or within one year after accepting the position, either party dissolves the relationship and/or employment? Is there a guarantee?

2R. If the State Board of Education is dissatisfied with the Superintendent within one year from the date of employment of the superintendent, or if either party dissolves that relationship by resignation, retirement, or termination within a one year period of the initial employment, or if either party dissolves the relationship after the offer and acceptance of employment but prior to the start date, the successful vendor will conduct a new superintendent search at no cost to the State Board of Education, except for candidate's travel expenses related to travelling to the State for purposes of being interviewed by the Board or Committee of the Board or both. The vendor shall provide a one year guarantee of service and satisfaction per the specifications of this RFP.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: EDD403074

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