

WEST VIRGINIA STATE TREASURER'S OFFICE



REQUEST FOR PROPOSALS (RFP) STO19B for

WEST VIRGINIA MEDICAL CANNABIS BANKING SERVICES

ADDENDUM NO. 1

RESPONSE TO VENDOR QUESTIONS

Cannatrac:

Page number 1, Sub Section 'Schedule of Events' – "Release of addendum: (STO Response to Vendor Questions) July 15th, 2019".

Question: Will there be an opportunity for a secondary round of clarifying questions between 7/15/2019 and the 7/31/2019 due date?

Response: No. This is the only opportunity for vendors to submit written questions. After the addendum is issued proposals will be due July 31, 2019.

Question: Is the State Treasurer's Office HIPAA (Health Insurance Portability and Accountability Act) certified to deal with medical patient information?

Response: This solicitation is strictly for banking services for moneys received and disbursed pursuant to the West Virginia Medical Cannabis Act. Any associated HIPAA related matters will be handled by the Department of Health & Human Resources.

Element Federal Credit Union:

Attachment 5: Cost Proposal Sheet - Section 1: Services Line 1 "DDA Account set up" - It appears you have listed this item as a monthly recurring fee. How should we interpret this line item? As a monthly recurring fee or a one time setup fee? This is critical to providing an accurate cost on this bid. We are unsure how to price a "set up" fee as a "recurring" fee. Can you provide more information?

ATTACHMENT 5: COST PROPOSAL SHEET

Cost information below as detailed in the Request for Proposal and submitted in a separate sealed envelope. Cost should be clearly marked.

Vendor Name: _____

Vendor must complete this Cost Proposal Form and submit it in a separate, sealed envelope, marked "Cost Proposal" with its Proposal. Include the per-unit and the annual fee, if any, for each. All fees shall remain fixed for the initial term of the contract. Please complete each category; if Vendor does not intend to designate a fee for a specific item, mark it as "zero" cost. Shaded areas shall not be completed.

The quantities provided are general estimates only and shall only be used for evaluation purposes. The STO makes no guarantee to the actual quantity of services that will be required by the cardholder.

Section 1: SERVICES		Quantity per Month	Unit Rate	TOTAL Annual Cost = Monthly Cost X 12
	1 DDA Account set up	2		
1a	DDA Account Maintenance	2		

Response: The STO expects this fee to be a one-time setup fee. However, the Vendor should provide its cost based on its fee schedule and if charges for a setup fee is a one-time fee or monthly fee.