

SOLICITATION NUMBER: ARFQ STO2200000003

Addendum Number: 01

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The purpose of this addendum is to modify the solicitation identified as ARFQ STO2200000003 (“Solicitation”) to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

- Modify bid opening date and time (**\*See Below\***)
- 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 (Attach Purchasing Affidavit)

**\*REVISED BID RESPONSE/OPENING DATE/TIME\*-- September 28, 2021 at 2:30pm EST. Note: Vendor questions received by the deadline are under review and will be followed up with a separate Addendum as soon as possible.**

**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.



**State of West Virginia  
Agency Request for Quote  
Info Technology**

<b>Proc Folder:</b> 928101		<b>Reason for Modification:</b>	
<b>Doc Description:</b> Physical Records Management Software		ADDENDUM #01	
<b>Proc Type:</b> Agency Contract - Fixed Amt		The purpose of this addendum is to change the bid response/open date to 9/28/21 at 2:30pm EST	
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2021-09-02	2021-09-28 14:30	ARFQ 1300 STO2200000003	2

**BID RECEIVING LOCATION**

WEST VIRGINIA STATE TREASURERS OFFICE  
322 70TH ST SE  
CHARLESTON WV 25304  
US

**VENDOR**

**Vendor Customer Code:**  
**Vendor Name :**  
**Address :**  
**Street :**  
**City :**  
**State :** **Country :** **Zip :**  
**Principal Contact :**  
**Vendor Contact Phone:** **Extension:**

**FOR INFORMATION CONTACT THE BUYER**

Alberta Kincaid  
(304) 341-0723  
alberta.kincaid@wvsto.com

**Vendor Signature X** **FEIN#** **DATE**

**All offers subject to all terms and conditions contained in this solicitation**

**ADDITIONAL INFORMATION**

Addendum #01 - Changing Bid Response/Opening Date to 9/28/21 at 2:30pm EST

The West Virginia State Treasurer's Office is soliciting bids to establish a contract for a cloud-based Physical Records Management Software Program to include maintenance and software per the attached Instructions to Vendors, General Terms & Conditions, and Specifications.

INVOICE TO		SHIP TO	
WEST VIRGINIA STATE TREASURERS OFFICE		WEST VIRGINIA STATE TREASURERS OFFICE - WAREHOUSE	
322 70TH ST SE		7300 MACCORKLE AVE SE	
CHARLESTON	WV	CHARLESTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Business function specific software	1.00000	YR		

Comm Code	Manufacturer	Specification	Model #
43231500			

**Extended Description:**

Software Licensing - Cloud Service (10 total seats, 4 Concurrent Users) per the attached Specifications. Price should reflect 1 year term for 10 seats

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CHARLESTON	WV	CHARLESTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Business function specific software - Training	1.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43231500			

**Extended Description:**

Training of Agency Staff on System

INVOICE TO	SHIP TO
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WEST VIRGINIA STATE  
TREASURERS OFFICE

322 70TH ST SE

CHARLESTON WV  
US

WEST VIRGINIA STATE  
TREASURERS OFFICE -  
WAREHOUSE

7300 MACCORKLE AVE SE

CHARLESTON WV  
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Business function specific software - Data Migration/Set-up	1.00000	EA		

Comm Code	Manufacturer	Specification	Model #
43231500			

**Extended Description:**  
Set-up and Data Migration

INVOICE TO	SHIP TO
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US

WEST VIRGINIA STATE  
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WAREHOUSE

7300 MACCORKLE AVE SE

CHARLESTON WV  
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Business function specific software - Software Support	1.00000	YR		

Comm Code	Manufacturer	Specification	Model #
43231500			

**Extended Description:**  
Cost is for One Year of Support after a 30-day testing/acceptance period is completed

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CHARLESTON WV  
US

WEST VIRGINIA STATE  
TREASURERS OFFICE -  
WAREHOUSE

7300 MACCORKLE AVE SE

CHARLESTON WV  
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Software maintenance and support - Optional Renewal	1.00000	YR		

Comm Code	Manufacturer	Specification	Model #
81112200			

**Extended Description:**  
Optional Renewal - Year 2

INVOICE TO	SHIP TO
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US

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WAREHOUSE

7300 MACCORKLE AVE SE

CHARLESTON WV  
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Software maintenance and support - Optional Renewal	1.00000	YR		

Comm Code	Manufacturer	Specification	Model #
81112200			

**Extended Description:**  
Optional Renewal - Year 3

INVOICE TO	SHIP TO
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TREASURERS OFFICE

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CHARLESTON WV  
US

WEST VIRGINIA STATE  
TREASURERS OFFICE -  
WAREHOUSE

7300 MACCORKLE AVE SE

CHARLESTON WV  
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	Software maintenance and support - Optional Renewal	1.00000	YR		

Comm Code	Manufacturer	Specification	Model #
81112200			

**Extended Description:**  
Optional Renewal - Year 4

SCHEDULE OF EVENTS
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<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Ques Due by 3:00pm est	2021-09-01