



**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 #02	
<b>Proc Type:</b> Agency Contract - Fixed Amt		Agency response to vendor questions	
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2021-09-09	2021-09-28 14:30	ARFQ 1300 STO2200000003	3

**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 #02 - Agency Response to Vendor Questions

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.

Bid response/due date: 9/28/21 at 2:30pm EST

INVOICE TO		SHIP TO	
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
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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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
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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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
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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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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WAREHOUSE

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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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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

	Document Phase	Document Description	Page
STO2200000003	Final	Physical Records Management Software	6

**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: ARFQ STO2200000003

Addendum Number: 02

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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
- 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)

**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.

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: ARFQ STO2200000003**

**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 checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input checked="" 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 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.

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Company

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Authorized Signature

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Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.



Vendor Questions - Solicitation # ARFQ STO2200000003  
**ADDENDUM #02**

Q 1: Is West Virginia also interested in doing barcoding and would like to include barcode equipment?

A 1: No

Q. 2: Are the 4 concurrent licenses for admin users or read-only end users?

A 2: At minimum 4 end users and a minimum of 2 admin accounts that can add/modify records. With the ability to reassign the accounts as needed.

Q 3: Would it be possible to get a copy or sample of your data migration to provide a customized quote?

A 3: Please see the attached Excel sheet for an example of the data we are asking to be migrated. We have a total of 5,030 entries (boxes) to be migrated via .CSV

Q 4: Will the physical records management solution track records at the file or box level?

A 4: The mandatory requirement is for box level.

Q 5: What are the values associated with the box or file that will identify them as a unique record?

A 5: The current database uses a unique "record\_id" field for each box. We currently do not track by files in the box.

Q 6: Is there an approval process required to check in / check out records?

A 6: There is a paper-based approval process at the present time.

Q 7: In reference to requirement 4.1.12, is it acceptable that Java be used on the server side but not required on the client side?

A 7: No- Java is not to be used.

Q 8: Can STO provide a schema of the existing data that needs to be transferred to the new physical records management solution?

A 8: See response to question 3

Q 9: Do the existing boxes / files currently have labels? If so, what information is on the labels?

A 9: Yes, at the box level- Agency, Division, Box number, Contents, Date Stored, Disposal Date.

Q10: Does STO have a specific budget for this program?

A 10: This information is not disclosed at this time as this is a competitive solicitation, request for quotations. Lowest responsive/responsible bid meeting all specifications and contract issuance will be awarded a contract.

Q 11: Has STO seen demonstrations or reviewed any physical records management solutions?

Q 12: The Office reviewed 4 solutions around March 2021.

record_id	identification	division_id	accession	location	box_num	storage_date	disposal_date	final_action	checkout_date
29420	TB001-18-A0040	Cash Management	TB-89 FY 89-04	DO00021	A0040	11/16/1989	11/30/2022	DESTROY	9/9/2011
29421	TB001-18-A0039	Cash Management	AC-89 FY 89-03	DO00030	A0039	11/16/1989	11/30/2021	DESTROY	9/9/2011
29422	TB001-18-A0038	Cash Management	TB-89 FY 89-02	DO00038	A0038	11/16/1989	11/30/2020	DESTROY	9/9/2011
29423	TB001-18-A0037	Cash Management	TB-89 FY 89-01	CO00013	A0037	11/16/1989	12/31/2019	DESTROY	
29424	AD025-99-AA001	Administration	AD-90 FY-82	AO00006	AA001	9/17/1990	9/25/1998	PERMANENT	2/4/2004
29427	OT001-99-A0015	Board Of Treasury Investments	OT 99 FY 91	AO00023	A0015	9/9/1991	9/9/1991	PERMANENT	3/22/2006
29429	BR001-25-A0018	Cash Management	BR-92 FY-92	CO00013	A0018	5/31/1992	5/31/2017	DESTROY	
29430	BR001-25-A0021	Cash Management	BR-92 FY-91	DO00046	A0021	5/31/1992	12/31/2019	DESTROY	
29432	BR001-25-A0030	Cash Management	BR-92 FY-92	DO00046	A0030	5/31/1992	12/31/2019	DESTROY	
29433	BR001-25-A0020	Cash Management	BR-92 FY-92	CO00013	A0020	5/31/1992	7/31/2017	DESTROY	
30156	OT001-99-A0001	Board Of Treasury Investments	OT 93 FY 67-77	AO00022	A0001	2/9/1993	9/24/1998	PERMANENT	
30198	OT001-99-A0002	Board Of Treasury Investments	OT 93 FY 67-82	AO00022	A0002	2/10/1993	9/24/1998	PERMANENT	
30261	AD013-99-M0001	Administration	AD93 FY90/91	PE00002	M0001	3/23/1993		PERMANENT	5/28/1999

checkin_date	checkout_name	contents	fa_id	update_userid	update_datetime
1/11/2012	Joe Doe	TEDDI FILES 0150-0200 1989 THRU 2004	Shred	STO555	1/15/2013
1/11/2012	Jane Doe	TEDDI FILES 0101-0150 1989 THRU 2003	Shred	STO555	2/28/2012
1/11/2012	Joe Doe	TEDDI - FILES 0001 THRU 0050 1989 THRU 2002	Shred	STO555	1/11/2012
	Never checked out	TEDDI - FILES 0001-0050 1989 - 2001	Shred	STO555	7/24/2019
5/1/2006	Joe Doe	BANK CONTRACTS & CORRESPONDENCE	Permanent	STO555	4/14/2015
4/9/2007	Joe Doe	DISPOSITIONS OF ALL EXPERT WITNESS	Permanent	STO555	4/20/2015
	Never checked out	ROAD BONDS ISSUED 6/1/75	Shred	STO555	4/15/2015
	Never checked out	ROAD BONDS	Shred	STO555	4/15/2015
		CANCELLED CEDE AND CO ROAD BONDS			
		ISSUE DATES 6/1/76 - 7/1/72 - 6/1/71 - 6/1/76 - 6/1/73			
	Never checked out		Shred	STO555	4/15/2015
	Never checked out	CANCELLED ROAD BONDS ISSUED 6/1/76	Shred	STO555	4/15/2015
	Never checked out	QUARTERLY REPORTS 1967-1977	Permanent	STO555	2/23/2005
	Never checked out	QUARTERLY REPORTS 1968-1979	Permanent	STO555	2/23/2005
1/2/2001	Joe Doe	PERSONNEL FOLDERS-1990-91	Permanent	STO555	7/3/2002