

INVOICE TO	SHIP TO
DEPARTMENT OF EDUCATION BLDG 6, RM 700 1900 KANAWHA BLVD E CHARLESTON WV 25305 US	DEPARTMENT OF EDUCATION OFFICE OF SCHOOL FINANCE 1900 KANAWHA BLVD E, BLDG 6 RM 650 CHARLESTON WV 25305-0001 US

Line	Comm Ln Desc	Qty	Unit of Measure	Unit Price	Total Price
1	Finance and HR ERP Solution				

Comm Code	Manufacturer	Specification	Model #
43231500			

Extended Description:

Finance and HR ERP Solution

Please see the full list of attached documents for this solicitation.

Online responses are prohibited. Please submit responses according to bid submission instructions.

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
-------------	--------------	-------------------

	Document Phase	Document Description	Page
EDD2600000001	Draft	Finance & HR ERP Solution	3

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: ARFP EDD260000001
Addendum Number:01

The purpose of this addendum is to modify the solicitation identified as ARFP_EDD260000001 (“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: To provide the mandatory pre-bid sign in sheets.

1. To provide questions and response.
2. No other changes

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 No 1

1Q.	The Pre-bid Vendor Meeting on September 16 th – The document states the meeting runs from 9:00am – 3:00pm EST. Are these meeting times correct? I just want to confirm if the meeting runs until 3:00pm that day, and if there is some sort of agenda for the session?
1R.	<p>Yes, the meeting is currently scheduled to run from 9:00 AM to 3:00 PM ET on September 16th. While the Agency does not anticipate the meeting will last the full duration, we've allotted ample time to ensure vendors have the opportunity to thoroughly review the materials and ask any questions they may have.</p> <p>There is not a set agenda for this meeting at this time. If an agenda becomes available, it will be published by addendum prior to the pre-bid meeting.</p>
2Q.	Can you provide me with clarification on the limit of 3 attendees per Vendor for the mandatory pre-bid meeting on 9/16? Is that per vendor involved in the response or per response? For example, prime vendor will be proposing a specific manufacturer solution and using a sub-partner. Does that mean a max of 3 people for all firms included in our response or does that mean 3 prime vendor people, 3 manufacturer people, 3 Sub-partner people? Additionally, is it mandatory for a sub-partner to attend if they are not priming the response?
2R.	<p>To clarify, the limit of 3 attendees is per prime bidding vendor, not per firm involved in the response. This means that regardless of how many partners or sub-partners are included in your proposal, the total number of in-person attendees representing your team must not exceed three individuals.</p> <p>In your example, prime, manufacturer, and sub-partner would need to coordinate among themselves to ensure that only three total representatives attend in person.</p>

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: ARFP EDD260000001

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 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.