



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

Proc Folder: 1754949			Reason for Modification:		
Doc Description: Finance & HR ERP Solution			Addendum No. 5 To publish and distribute the attached information.		
Proc Type: Agency Master Agreement					
Date Issued	Solicitation Closes	Solicitation No		Version	Phase
2025-10-16	2025-12-02 14:00	ARFP 0402 EDD2600000001		6	Draft

BID RECEIVING LOCATION

PROCUREMENT OFFICER
DEPARTMENT OF EDUCATION
BLDG 6, RM 700
1900 KANAWHA BLVD E
CHARLESTON WV 25305
US

VENDOR

Vendor Customer Code:

Vendor Name :

Address :

Street :

City :

State : **Country :** **Zip :**

Principal Contact :

Vendor Contact Phone: **Extension:**

FOR INFORMATION CONTACT THE BUYER
Jo Ann Adkins
(304) 558-2686
joann.adkins@k12.wv.us

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

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

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
EDD260000001	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:05

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. Vendors can submit additional questions until close of business, Tuesday, October 21, 2025.
2. The bid closing date will remain unchanged, and bids must be received prior to December 2, 2025 @ 2:00 PM EST.
3. 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 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.