



**State of West Virginia
Agency Request for Proposals
Consulting**

Proc Folder: 808966		Reason for Modification:	
Doc Description: Investment Consulting Services for WV BTI		ADDENDUM #01 -- Response to Vendor Questions	
Proc Type: Agency Contract - Fixed Amt			
Date Issued	Solicitation Closes	Solicitation No	Version
2020-12-07	2020-12-22 11:30	ARFP 0950 BTI2100000001	2
			Phase
			Final

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

INVOICE TO		SHIP TO	
WEST VIRGINIA BOARD OF TREASURY INVESTMENTS 315 70th STREET SE		WEST VIRGINIA BOARD OF TREASURY INVESTMENTS - CAPITOL 315 70th STREET SE	
CHARLESTON	WV 25304	CHARLESTON	WV 25304
US		US	

Line	Comm Ln Desc	Qty	Unit of Measure	Unit Price	Total Price
1	Investment Advice/Consulting	4.00000	QTR		

Comm Code	Manufacturer	Specification	Model #
84121700			

Extended Description:
Investment Advice/Consulting

INVOICE TO		SHIP TO	
WEST VIRGINIA BOARD OF TREASURY INVESTMENTS 315 70th STREET SE		WEST VIRGINIA BOARD OF TREASURY INVESTMENTS - CAPITOL 315 70th STREET SE	
CHARLESTON	WV 25304	CHARLESTON	WV 25304
US		US	

Line	Comm Ln Desc	Qty	Unit of Measure	Unit Price	Total Price
2	Investment Advice/Consulting	4.00000	QTR		

Comm Code	Manufacturer	Specification	Model #
84121700			

Extended Description:
Investment Advice/Consulting

INVOICE TO		SHIP TO	
WEST VIRGINIA BOARD OF TREASURY INVESTMENTS 315 70th STREET SE		WEST VIRGINIA BOARD OF TREASURY INVESTMENTS - CAPITOL 315 70th STREET SE	
CHARLESTON	WV 25304	CHARLESTON	WV 25304
US		US	

Line	Comm Ln Desc	Qty	Unit of Measure	Unit Price	Total Price
3	Investment Advice/Consulting	4.00000	QTR		

Comm Code	Manufacturer	Specification	Model #
84121700			

Extended Description:
Investment Advice/Consulting

INVOICE TO		SHIP TO	
WEST VIRGINIA BOARD OF TREASURY INVESTMENTS 315 70th STREET SE		WEST VIRGINIA BOARD OF TREASURY INVESTMENTS - CAPITOL 315 70th STREET SE	
CHARLESTON	WV 25304	CHARLESTON	WV 25304
US		US	

Line	Comm Ln Desc	Qty	Unit of Measure	Unit Price	Total Price
4	Investment Advice/Consulting	4.00000	QTR		

Comm Code	Manufacturer	Specification	Model #
84121700			

Extended Description:
Investment Advice/Consulting

INVOICE TO		SHIP TO	
WEST VIRGINIA BOARD OF TREASURY INVESTMENTS 315 70th STREET SE		WEST VIRGINIA BOARD OF TREASURY INVESTMENTS - CAPITOL 315 70th STREET SE	
CHARLESTON	WV 25304	CHARLESTON	WV 25304
US		US	

Line	Comm Ln Desc	Qty	Unit of Measure	Unit Price	Total Price
5	Investment Advice/Consulting	4.00000	QTR		

Comm Code	Manufacturer	Specification	Model #
84121700			

Extended Description:
Investment Advice/Consulting

INVOICE TO		SHIP TO	
WEST VIRGINIA BOARD OF TREASURY INVESTMENTS 315 70th STREET SE		WEST VIRGINIA BOARD OF TREASURY INVESTMENTS - CAPITOL 315 70th STREET SE	
CHARLESTON	WV 25304	CHARLESTON	WV 25304
US		US	

Line	Comm Ln Desc	Qty	Unit of Measure	Unit Price	Total Price
6	Investment Advice/Consulting	1.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
84121700			

Extended Description:
Investment Advice/Consulting

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Vendor Questions due 3pm EST	2020-12-04

	Document Phase	Document Description	Page
BT1210000001	Final	Investment Consulting Services for WV BTI	5

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: ARFP BTI210000001

Addendum Number: 01

The purpose of this addendum is to modify the solicitation identified as ARFQ BTI210000001 (“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.: ARFP BTI210000001

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.

Attachment 1 Vendor Questions

ARFP BTI210000001 – Investment Consultant

Ques 1. Could you please provide the current investment consultant's quarterly and annual fee?

Answer 1. The current quarterly fee is \$40,000.00, which equals an annual fee of \$160,000.00. Payments are made quarterly in arrears.

Ques 2. Can you share the current fees paid for services?

Answer 2. See response to Question 1 above

Ques 3. It appears that the RFP has conflicting information regarding response submission. It says that the response needs to be submitted via the portal, but elsewhere in the document it states it's not accepting submittals via the portal. Can you provide some additional clarification on the submittal process?

Answer 3. We apologize for the confusion but most of our documents are standard templates and we do not revise each for a specific procurement to ensure consistency. Exceptions are usually spelled out in the Specifications or other Instructions documents. In the Specifications - Section 1.3, the last paragraph provides that RFP responses are not currently permitted via wvOASIS. Additionally, Attachment 2, Instructions to Vendors Submitting Bids, provides the exception in Section 6, paragraph 3. We hope this clarifies the inquiry and fosters an opportunity for responses accordingly.

Ques 4. Due to the pandemic, would you be willing to accept receipt of the RFP response via email vs hard copy or portal?

Answer 4. The Agency will allow for alternate submissions via email. Please see the following guidelines in submittal via email.

Due to the result of the COVID-19 pandemic and limited resources to create the required 'hard copy' submissions, the Agency will accept proposals via e-mail in lieu of a vendor providing physical hard copies at this time. The guidelines for submitting responses via email are as follows:

- Send to BidsWVTreasury@wvsto.com and include in the subject line, *Response ARFP BTI21*001 Investment Consulting.*
- Email is limited to 25mb per submission
- Technical responses expected to exceed 25mb must be sent in multiple submissions, each with the designation, *Response ARFP BTI21*001* and indicate *Part 1 of 2, Part 2 of 2, etc.*
- The Cost Sheet is to be sent separately from the Technical and designate in the subject line, *Cost Response ARFP BTI21*001.*

Attachment 1 Vendor Questions (Page 2)
ARFP BTI2100000001 – Investment Consulting

- **The Technical and Cost responses must be received in their entirety by the Bid Closing date and time established; there will be no exceptions to this requirement.**
- **NOTE:** The designated Buyer will only inform a vendor that an email response has been received upon request, but they will not review or provide further information as to its content or completeness.

Ques 5. Does WVBTI anticipate making any guideline changes to the existing pools?

Answer 5. The WVBTI does not anticipate making any guideline changes to the existing pools at this time.

Ques 6. Does WVBTI anticipate adding any Pools to the current lineup? If so, what type of investment mandate would it be?

Answer 6. The WVBTI does not anticipate adding any Pools to the current lineup at this time.

Ques 7. Can you confirm the current fee you pay to your consultant?

Answer 7. See questions/answers above

Ques 8. Can you provide the most recent performance report?

Answer 8. Please see the attached report for the quarter ended September 30, 2020. This was/is also included with the Solicitation as Exhibit 6.