



**State of West Virginia
Agency Request for Proposals
Service - Prof**

Proc Folder: 1180125			Reason for Modification:	
Doc Description: Participant Accounting Investment System			Addendum No 1 is issued to address questions received prior to the 3/3/2023 deadline.	
Proc Type: Agency Master Agreement				
Date Issued	Solicitation Closes	Solicitation No	Version	Phase
2023-03-09	2023-03-21 11:30	ARFP 1300 STO2300000002	2	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

Shelly Murray
(304) 341-7089
shelly.murray@wvsto.com

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

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

INVOICE TO	SHIP TO

Line	Comm Ln Desc	Qty	Unit of Measure	Unit Price	Total Price
1	Banking and investment	12.00000	MO		

Comm Code	Manufacturer	Specification	Model #
84120000			

Extended Description:
System Support and Maintenance

INVOICE TO	SHIP TO

Line	Comm Ln Desc	Qty	Unit of Measure	Unit Price	Total Price
2	Banking and investment	12.00000	MO		

Comm Code	Manufacturer	Specification	Model #
84120000			

Extended Description:
Web Portal Support and Maintenance

INVOICE TO	SHIP TO

Line	Comm Ln Desc	Qty	Unit of Measure	Unit Price	Total Price
3	Banking and investment	6.00000	EA		

Comm Code	Manufacturer	Specification	Model #
84120000			

Extended Description:
User ID, WVSTO user (per each user)

INVOICE TO	SHIP TO

Line	Comm Ln Desc	Qty	Unit of Measure	Unit Price	Total Price
4	Banking and investment	1.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
84120000			

Extended Description:
Charge per hour for post-implementation programing

INVOICE TO	SHIP TO

Line	Comm Ln Desc	Qty	Unit of Measure	Unit Price	Total Price
5	Banking and investment	12.00000	MO		

Comm Code	Manufacturer	Specification	Model #
84120000			

Extended Description:
System Software Application Fee

INVOICE TO	SHIP TO

Line	Comm Ln Desc	Qty	Unit of Measure	Unit Price	Total Price
6	Banking and investment	12.00000	MO		

Comm Code	Manufacturer	Specification	Model #
84120000			

Extended Description:
System Hardware Fee

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	TECHNICAL QUESTION DEADLINE	2023-03-03

	Document Phase	Document Description	Page
STO2300000002	Final	Participant Accounting Investment System	5

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: ARFP STO2300000002
Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as ARFP STO2300000002 (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time **Revised Bid Opening: 3/23/2023 @ 11:30AM EST**
- 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

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 STO2300000002

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 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 acknowledgement should be submitted with the bid to expedite document processing.

Vendor Questions
Solicitation # ARFP STO230000002
ADDENDUM #01

Are the investment pools exclusively for investment by government entities? or are the pools available for investment by state pension plans also?

Answer: The investment pools are for the investment of West Virginia state and local government operating funds. The West Virginia Investment Management Board (WVIMB) is the entity responsible for the investment of the State's defined benefit retirement plans.

Can participants have dividends paid out or just reinvested? Do they have the option to switch?

Answer: The participants do not receive dividend payments on invested funds. All interest earnings are automatically reinvested in the accounts. There is not an option to switch.

Do the funds require cash management? The creation of payment in structures for the debit and credits of each of the fund accounts.

Answer: No, the funds do not require cash management.

How often can participants switch their investment selection?

Answer: Participants are allowed to open multiple accounts in the three investment pools. Funds may be withdrawn from an account in one pool and then invested in an account in a different pool. Movement between the Constant Net Asset Value pools is allowed daily; the Variable Net Asset Value pool is limited to monthly activity.

How is the account handled in the event of death?

Answer: The participant investment accounts are only established for State of West Virginia agency and local government entities and are not affected by death.

Does the solution have to create payment instructions for withdrawals?

Answer: The solution does not have to create payment instructions for withdrawals. The disbursement of funds resulting from withdrawals is managed outside of the vendor solution.

Does the final submission of the RFP have to be submitted by mail? Or can it be done electronically?

Answer: Final submission of the RFP should be in hard copy form.

How many transactions do you average a day or monthly?

Answer: The average daily transaction count for the month of January 2023 was 54.

Are there ever any fund events/corporate actions? Like a split or a merger

Answer: The West Virginia Board of Treasury Investments maintains all investment security activity using a system separate from this solicitation.

Do you need to perform any AML/KYC checks on your participants? Or suspicious activity on the accounts?

Answer: The WVSTO does not perform AML/KYC checks on the participants.

Can a participant have multiple accounts? Or be in more than one investment pool?

Answer: Yes, a participant may have multiple accounts, in one or more of the three investment pools.

How many external systems does the solution have to connect to?

Answer: The current solution does not connect to any external systems. The WVSTO does not anticipate a need to connect the solution to external systems in the future.

Does the current operating model have a participant portal?

Answer: The current vendor provides an online portal for participant access.

What list of functions does the new participant portal need to perform?

Answer: The requirements for the participant web portal are listed in section 4.5.4.1

Do the investment pools have multiple share classes?

Answer: The West Virginia Board of Treasury Investments maintains all investment security activity using a system separate from this solicitation. All investments are in fixed-income securities.

What type of fees do the investment pools occur? What type of fees does the new solution have to support?

Answer: The West Virginia Board of Treasury Investments maintains all investment security activity using a system separate from this solicitation.

Does WVST leverage commercial banks to maintain operational cash balances not tied to investments? (These would not be related to participant investment accounts)

- If so- Is there an intersection of cash flows being managed between a participants investment account and any commercial operating accounts maintained by WVST?
- If so- how many banks do they manage for operational cash purposes

Answer: This question references topics beyond the scope of the solicitation.

Upon review of the West Virginia State Treasurer's website, there is Cash Management Division under their Bank Services menu. Can WSVT elaborate on this division's role?

- I.e. does this division manage opening and closing of commercial bank accounts, cash positioning / forecasting, payments for items such as expenses/accounts payable, etc.

Answer: This question references topics beyond the scope of the solicitation.

On page 24, the current process states that WVBTI provides the income amounts to be allocated into current vendor system. Later in section 4.4.3.7, there is wording related to calculating said income. Is the expectation that the new vendor is to calculate and allocate the income or will WVBTI still be providing the income?

*“4.4.3.7 Vendor should describe in detail how the system will **calculate** income allocation and income distribution, for both positive and negative earnings, and for Constant Net Asset Value (CNAV) and Variable Net Asset Value (VNAV) pools as required in 4.5.3.5. The WVSTO prefers both the allocation and distribution be processed as batch transaction.”*

Answer: The WV Board of Treasury Investments (WVBTI) will continue to provide a daily income amount for the Constant Net Asset Value pools and a monthly income amount for the Variable Net Asset Value pool. The Vendor’s system must allocate the daily or monthly pool income across the participant accounts in each pool.

For the web portal:

- In section 4.5.4.1 part d there is a mention of real time for account balances. Looking for clarification around real time needs intraday or if this is more directed to be an overnight functionality.
 - d. Must provide real-time update of account balances, taking into account future[I]dated and post-dated transactions.*
 - “Vendor should describe how it will accommodate the WVSTO’s processing deadlines for transaction requests made through the web portal, as required in 4.5.4.1 and Exhibit B.”*
- In the same section as above part f, there is mention of the portal recognizing and allowing for the WVSTO transaction deadlines. Is the intent to allow the web portal to receive said requests and WVSTO to transact based on time received? Please elaborate on intended process.
 - f. Must recognize and allow for the WVSTO’s various transaction deadlines. See Exhibit B for listing of the deadlines*

Answer:

- **The WVSTO requests that balances be updated in real-time as transactions are processed.**
- **It is the intent to allow the web portal to receive said requests and WVSTO to transact based on time received. Transaction requests received after the daily deadline must be held until the next processing date, with settlement date dependent upon transaction type (ACH or Wire).**

We are looking for detail around transaction processing numbers for requests submitted through the portal. Any insight into the amount of transactions on average or expected level of transactions is appreciated to pinpoint the appropriate tool to this request for proposal

Answer: For the month of January 2023, approximately 70 transaction requests were made through the web portal.

If we have applicable software that would enable current expanded processes that WVBTI and WVSTO are handling elsewhere, should such detail be included in this stage or at further stages of the engagement? Are there other manual processes or systems that are stated as part of WVBTI, WVSTO, or wvOasis that can be enveloped within our software solution? If so, please detail.

Answer: This question references topics beyond the scope of the solicitation.

Would the State of West Virginia Treasurers office consider an outsourced fund administration solution for this engagement? If your answer is yes, many of the questions in the RFP may not apply to our solution. Would the State Treasurer accept a proposal that described our system in detail and illustrates the features and benefits of an outsourced solution?

Answer:

- **The WVSTO is unable to consider an outsourced fund administration solution at this time.**

- **The WVSTO desires a response to the RFP as written.**