

REQUEST FOR PROPOSALS
WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION & COUNCIL for COMMUNITY and TECHNICAL COLLEGE EDUCATION
RFP#25211 DEFAULT MANAGEMENT SERVICES
ADDENDUM #1 FEBRUARY 14, 2025

Question	RFP Section	RFP Paragraph	QUESTION	COMMISSION/COUNCIL RESPONSE
	5.2	6	Please increase the 15 page limit to 40 pages which should allow for ample responses to the questions.	The page limit is set at 15 pages. Vendors must prepare proposals simply and economically, providing a straightforward, concise description of the bidder's ability to satisfy the requirements of the RFP and emphasizing completeness and clarity of content. Vendors may present additional material as exhibits or addenda to the main proposal.
	General		Who is your current default management service provider(s)?	Currently providers are ECMC, EdFinancial, and Inceptia
	General		What is your budget for these services?	Each institution sets their own budget, but the state provides up to an annual \$10,000 subsidy to each institution for incurred costs from default management services.
	General		Will each Institution have their own contract?	Yes
	Bid Submission		To confirm, is this the email address we submit our proposal/bid to? bid.receipt@wvhepc.edu	Yes, all technical proposals and pricing submissions must be sent to bid.receipt@wvhepc.edu
	5.2		May we include a cover letter without counting against our 15 pages?	Yes. We will not count the cover letter or any exhibits in the 15 page limit.
	5.2		May we include sample reports as exhibits without counting against our 15 pages?	Yes. Vendors may present additional material as exhibits or addenda to the main proposal.
	5	5.2	Will the cover, cover letter, and table of contents be included in the 15 page limit, i.e., does the page limit only apply to content in 5.3.1 and 5.3.2?	No. We will not count the cover letter/table of contents or any exhibits in the 15 page limit.
	5	5.2	To adhere to the 15 page limit, can the vendor put the employee resumes, report samples, and appropriate graphics in a referenced Exhibit?	Vendors may present additional material as exhibits or addenda to the main proposal.
	EXHIBIT A	19	Does the vendor need to submit an Interested Party Disclosure with their response or is that only required after the contract award? If needed for the proposal submission, can the Commission and Council supply the appropriate form?	Any additional forms required from the successful vendor (i.e. Purchasing Affidavit or Disclosure of Interested Parties forms) will be provided to the successful bidder to complete prior to award.
	EXHIBIT B	31	Does the vendor need to submit a Purchasing Affidavit with their response or is that only required of the winning bidder? If needed for proposal submission, can the Commission and Council supply this form to the vendors?	Any additional forms required from the successful vendor (i.e. Purchasing Affidavit or Disclosure of Interested Parties forms) will be provided to the successful bidder to complete prior to award.