

**WEST VIRGINIA FIRST FOUNDATION, INC.**

**NOTICE TO RESPONDENTS**

January 17, 2024

Re: Notice of Pre-Proposal Conference

To Whom it May Concern:

On December 15, 2023, the West Virginia First Foundation, Inc. (the “Foundation”), issued requests for proposals for (i) banking services; (ii) accounting and tax services; and (iii) investment and advisory services (collectively the “RFPs”). The deadline to submit questions related to the RFPs was January 12, 2024. The deadline for the Foundation’s responses to the questions was January 17, 2024.

**Please take notice that the deadline for the Foundation’s responses to questions related to the RFPs has been moved to January 19, 2024.**

The Foundation has elected to hold a pre-proposal conference on January 23, 2024, to address respondent questions and to address other matters related to the RFPs (the “Pre-Proposal Conference”).

The order of business for the Pre-Proposal Conference will be (i) accounting and tax services; (ii) banking services; and (iii) investment advisory services. The Foundation advises that respondents join the meeting at 9:00am to ensure they are present for questions, answers, and discussions related to their respective RFPs.

**The Pre-Proposal Conference will be held virtually on Zoom and will begin at 9:00am on January 23, 2024. The Zoom link will be posted to the Foundation’s website.**

With the addition of the Pre-Proposal Conference, the Foundation has elected to **modify the schedule of deadlines** for all of the RFPs as follows:

<b>DEADLINE</b>	<b>ACTION</b>
December 15, 2023	RFP released
No deadline	Notice of Intent to Respond Issue
January 12, 2024	Deadline to submit questions to the Foundation
January 19, 2024	Answers given to all Respondents
January 23, 2024	Pre-Proposal Conference
January 26, 2024	Response deadline
February 7, 2024	Finalists notified
February 12-13, 2024	Interviews with finalists
February 16, 2024	Proposal or Proposals selected

Please continue to monitor the Foundation's website for other modifications or updates. Please do not hesitate to contact the Foundation Contact (as defined in the RFPs) with any questions or comments regarding the Pre-Proposal Conference. For reference, the Foundation Contact is John Bsharah at [jbsharah@lewisgianola.com](mailto:jbsharah@lewisgianola.com).

Sincerely,

West Virginia First Foundation, Inc.