March 9, 2012

Mr. Frank Whittaker
Department of Administration
Purchasing Division
Building 15
2019 Washington Street, East
Charleston, WV 25305-0130

RE: REQUEST FOR PROPOSAL (RFQ) SOS201200 – Campaign Finance Reporting System

Dear Mr. Whittaker:

PCC Technology Group, LLC (PCC) submitted a response to the RFQ# SOS201200 on February 8, 2007 that was originally due on February 9, 2012. On February 8, 2007, Addendum No. 1 (dated February 7, 2012) was received that changed the RFQ's submission date. On March 1, 2012, Addendum No. 2 was issued by the State that stated the new submission date to be March 13, 2012 and also included responses to all the technical questions.

PCC acknowledges receipt of both of the Addendum(s). Based on the additional information provided in these Addendum(s), PCC confirms that our original RFQ response and the proposed costs submitted on February 8, 2012 are final. Please accept this letter and our originally submitted RFQ response as the final submission to the State of West Virginia's RFQ# SOS201200.

Thank you very much for the opportunity of presenting this proposal to the West Virginia Secretary of State, and we look forward to working with you on this important initiative.

Please contact me if you have any questions or concerns.

Best regards,

Joe G

Joe Singh
Executive Vice President
PCC Technology Group
(860) 466-7223
email: jsingh@pcctg.com
fax: (860) 286-0459

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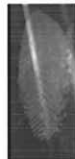2012 MAR 12 A 10: 09

PURCHASING DIVISION
STATE OF WV

pcc technology group LLC

SEE IT. SOLVE IT. SERVICE IT.

State of West Virginia
Secretary of State's Office
Campaign Finance Reporting System
RFQ Number: SOS201200

Submitted by
PCC Technology Group
2 Barnard Lane, Bloomfield, CT 06002
Phone: (860) 466-7223
Authorized Contact Person: Joe Singh

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Transmittal Letter

PCC TECHNOLOGY GROUP, LLC
2 Barnard Lane • Bloomfield, CT 06002
(860) 242-3299 • www.pcctg.com

February 9, 2012

Frank Whittaker
Building 1, Room 157K
1900 Kanawha Boulevard, East
Charleston, WV

RE: REQUEST FOR PROPOSAL (RFQ) SOS201200 – Campaign Finance Reporting System
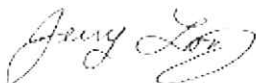
Dear Mr. Whittaker:

PCC Technology Group, LLC (PCC) is a Connecticut-based premier information technology Services Company with a successful track record of providing software solutions to State and Local Governments and Fortune 1000 companies. Since 1995, our goal has been to hire, develop and supply the highest quality IT solutions and talents to our customers. PCC is a privately held limited liability corporation (LLC). We have earned a reputation as a leading provider of IT services for State Governments, and have implemented Campaign Finance Information Systems in several states.

Our authorized representative is Joe Singh, Executive Vice President. His telephone number is 860.466.7223, fax number is 860.286.0459, and the email address is jsingh@pcctg.com.

PCC has recently implemented a Campaign Finance System for the State of Maryland and a comprehensive upgrade to the State of Connecticut's Campaign Finance System. These systems are currently under maintenance with PCC. We have also implemented similar Campaign Finance systems in the states of New Hampshire, Wisconsin and Michigan.

Thank you very much for the opportunity of presenting this proposal to the West Virginia Secretary of State, and we look forward to working with you on this important initiative.

Best regards,

Jerry Long, Founder/CEO

Executive Summary

PCC Technology Group (PCC) is pleased to present this proposal to the West Virginia Secretary of State (WVSOS) to replace the existing Campaign Finance Reporting System with PCC's CFIS solution, a COTS and browser-based solution that is implemented in several other states and counties. PCC's system utilizes the latest Microsoft technologies including Microsoft .NET and Microsoft SQL Server 2008. The solution conforms to (and exceeds) the technical and business requirements listed in the RFP.

Please refer to PCC responses under sections Functional Requirements, Technical Requirements, Report-Generating Requirements and Other Requirements that align with the requirements as stated under WVSOS RFQ.

PCC's product is currently implemented in the States of Connecticut, New Hampshire, Wisconsin, Maryland and Wayne County, Michigan. The complexity and the volume of transactions, registrations and public reporting requirements of Connecticut, Wisconsin and Maryland are very similar to the WVSOS requirements. In addition to our proven product, the PCC Team will leverage its experienced resources, web design capabilities, development methodologies and processes that have been utilized successfully in several campaign finance engagements of similar size and complexity.

There are several compelling reasons why WVSOS must strongly consider the PCC proposal as the most responsive and capable of meeting WVSOS's requirements. WVSOS will find that:

- PCC's product is proven and has been selected by the last three states and a large county in the country who have recently decided to implement an electronic Campaign Finance Reporting System.
- PCC has elaborate experience implementing complex campaign finance systems for other states including migrating legacy systems to the PCC product.
- The resources that will be utilized on this project are experienced in translating the campaign finance laws and rules of a particular state into technical requirements.
- The PCC Elections team's project methodologies are proven across multiple product implementations.

PCC understands the critical nature of this engagement and is committed to working collaboratively and in partnership with WVSOS to ensure that the project goals and objective are fully realized in accordance with this RFP.

Understanding of WVSOS Requirements

Based on the 2010 legislative directive to implement an online filing solution, WVSOS has issued an RFQ to replace the current Campaign Finance Online Reporting System with a COTS browser-based Campaign Finance Reporting System (CFRS). WVSOS is requesting proposals from vendors who have COTS solutions that are proven and have experience to support a large, complex implementation.

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The RFQ includes implementation services including COTS product customization, implementation of the new CFRS solution, data migration from the existing system, and optional production support and enhancements for the new solution.

PCC has proposed a solution and an implementation plan that aligns with all of the goals and objectives identified by WVSOS. PCC has carefully reviewed the RFQ and all additional documentation and addendums supplied and has proposed a solution that is both cost-effective and comprehensively meets the requirements set forth in this RFQ.

By developing a practical, focused, and effective approach to implementing CFRS, PCC has an unwavering commitment to provide a new system that is both compliant with the existing business processes and ensures a sound foundation for upcoming releases.

PCC has taken no exceptions to the State's mandatory terms and conditions included in the RFQ.

PCC Team's Background & Experience

PCC Technology Group (PCC) is a Connecticut-based information technology services company with a successful track record of providing software solutions to Fortune 1000 companies and State and Local Governments. Since 1995, our goal has been to develop and supply the highest quality IT solutions and personnel to our clients.

PCC serves both the commercial and public sectors (state and local governments) and has developed enterprise solutions for some of the world's leading organizations. PCC is a full service business and technology consulting organization that approaches each client engagement as unique.

PCC is organized into practices. Each practice has experienced and dedicated subject matter experts and implementation staff to support client needs. Each practice has several years of experience in implementing solutions within their areas of expertise. The implementation and support for the WVSOS project will be provided by PCC's Election Practice.

PCC's Campaign Finance System was introduced in 2001 and first implemented in the State of Connecticut, where it won the digital government award in 2002. The original system was developed utilizing J2EE architecture and was continually upgraded. The current product utilizes Microsoft .Net and SQL Server architecture and is installed and under maintenance in Maryland, New Hampshire, Wisconsin, Connecticut, and Wayne County, Michigan. Our expertise in Campaign Finance is also currently being utilized to assist the City of New York in implementing a solution for Independent Expenditure Reporting.

Based on our extensive experience and understanding of the requirements stated in this RFP, a successful implementation requires that the vendor have experience in following areas:

✓ Proven experience in designing and developing a Campaign Finance Reporting System (CFRS)
✓ Proven web-based user interface design (WEB)

✓ Proven experience in data migration (DATA)
✓ Proven experience in modernizing legacy systems to MS.Net and MS SQL Server 2008 (MS)
✓ Proven experience in supporting and maintaining complex systems (SUPP)

All four references that we have included support the above required experience.

Client Name	System Name	Legacy Architecture	Upgraded Architecture	Relevant Experience				
				CFRS	WEB	DATA	MS	SUPP
MD State Board of Elections	Campaign Reporting Information System (CRIS)	Visual Basic, Oracle	.NET, MS SQL Server	✓	✓	✓	✓	✓
CT State Election Enforcement Commission	eCRIS (Electronic Campaign Finance Reporting and Information System)	J2EE, DB/2	.NET, MS-SQL Server	✓	✓	✓	✓	✓
NH Secretary of State	CFS (Campaign Finance System)	Paper	.NET, MS-SQL Server	✓	✓		✓	✓
Wisconsin Government Accountability Board	CFIS (Campaign Finance Information System	Ingres/Unix	.NET, MS-SQL Server	✓	✓	✓	✓	✓
Wayne County of Michigan	CFIS (Campaign Finance Information System	Microsoft Access	.NET, MS-SQL Server	✓	✓	✓	✓	✓

PCC Solution Overview

PCC's proposed solution for the WVSOS CFRS is based on our proven Campaign Finance Information System (CFIS) product, which is designed to enable the candidates running for public office, political action committees and central political party committees to report their campaign finance activity electronically over the Internet. The system also includes robust functionality for Agency users and administrators to interact with the committees, receive and audit all Statement of Organization and Financial Statement submissions, assess and collect fees, generate necessary reports and configure the system for ongoing changes to filing calendars or other statutory business rules. CFIS is a browser-based system that can be accessed through any Web browser on the user's desktop computer without third-party downloads or software installation. The system security is role-driven and can be dynamically configured by the Agency to ensure appropriate access levels for all users.

The solution is comprised of three major modules: Committee, Agency, and Public.

The Committee Module allows filers to register their campaign finance entities electronically by creating a secure account and entering the Statement of Organization information using easy to follow, step-by-step data entry screens. Once the registration is approved by the Agency Administrator, Committee filers can enter contributions, expenditures, loans and other transactions directly into optimized data entry screens or by uploading information using pre-formatted Excel Templates. As data is entered or uploaded, filers will be alerted to information entered that is non-complaint with state law or system business rules prior to submitting their report to the Agency.

The Agency Module provides the WVSOS staff with an easy way to configure system parameters and defaults (filing calendars, elections, political parties, contribution and expenditure limits, dropdown options, etc.). This module also allows the Agency users to monitor compliance with reporting deadlines, create penalty or other types of enforcement related correspondence, and initiate/track all communications with the Committee in a virtually paperless environment. In addition to a number of pre-configured reports and search mechanisms within the application, the included Ad-hoc query tool allows the Agency flexibility to search, analyze and extract data for nearly any imaginable business or reporting need.

The Public Module provides multiple dynamic search options to provide the most complete, efficient and real-time campaign finance disclosure available in the industry. State-of-the-art data mining features and the ability to export data in a variety of formats ensures robust transparent reporting delivered to the public with the absolute minimum of Agency resource involvement.

*Please refer to the Attachments Section for detailed screenshots of the PCC Solution.

Response to Specific WVSOS Functional Requirements

Must import candidate and committee information from EMS/SVRS

The proposed solution will interface with the existing EMS/SVRS to retrieve required candidacy and ballot related information from these systems. PCC assumes that WVSOS shall provide connectivity to EMS/SVRS databases. In the event that real-time connectivity is not available or feasible, a batch file-based interface would be utilized. *PCC's experience with these WVSOS election systems will provide significant efficiency in the integration process.*

Must provide login and password credentials, ability to retrieve username, and retrieve and change password. Prefer username and password generated by user, approved by WVSOS and tagged to candidate or committee.

At the time of registration, the user will have the ability to specify a valid email address as their preliminary username. This will ensure that the username is unique and improve the WVSOS' ability to effectively communicate with the user. Once the registration has been accepted by the system and approved by WVSOS, the user will receive an automated email with their username, temporary system-generated password, and account number. Users may log in to the system only after WVSOS has approved their registration. Upon first login, the user will be prompted to enter a new password which conforms to the security constraints of having at least 3 of the following attributes: lower case, upper case, number, or special character.

Once logged in for the first time, the user has the ability to change their username to a shorter or more familiar User ID that conforms to any requirements for length or attributes that WVSOS prefers. Passwords can also be changed by the user at any time, again in accordance with the format and security constraints mentioned above.

If a password is forgotten, the user can retrieve their password from the homepage by using the "Forgot Password" link. This will send the password to their email address on file.

If user has multiple open campaign accounts for different election cycles, the user should have only one login to the CFRS to access all campaign accounts (designated by election year) and can select the particular campaign account with which he/she chooses to work

This is a standard feature of PCC's CFRS. Upon logging in to the system with their credentials, the system will present the user with a selection screen to identify the campaign account to which they wish to log in. For security purposes and to limit confusion that could result in entering transactions into the wrong account, the CFRS will require the user to logout, and then log back in again to access a different account in his/her profile. At all times the account into which the user is currently logged in appears in the application header bar as an additional check.

Must adhere to West Virginia -specific laws, rules and forms

The proposed solution will adhere to the specific laws, rules and forms for the State of West Virginia. Through preliminary analysis of the information provided within the West Virginia Campaign Finance Guide provided on the WVSOS Website, PCC has determined our solution to be at or above 90% compliant with WV laws, rules and forms out of the box. Some highlights of this compliance are as follows:

- Supports Annual, Pre-Primary 1, Pre-Primary 2, Pre-General and Post General Filings with a user-configurable Filing Calendar.
- Supports configuration of the Committee Types responsible for filing each report within the Calendar.
- Allows for Waivers for committees whose total (or net if required) transaction amounts do not exceed a configurable threshold (i.e. $500.00).
- Configurable Contribution and Expense matrices that map all transaction and payment types to the committee and contributor/payee type for which they legally apply (i.e. Committee Transfers cannot be "Cash").
- Includes a configurable compliance engine that automatically flags and alerts users and WVSOS to deficiencies such as exceeding configurable contribution limits, exceeding cash limits, missing addresses and much more.

Must allow user to enter information outside a reporting period for a particular reporting period that is stored but not submitted

This is a standard functionality of PCC's CFRS. Filers have the ability to report contributions and expenditures up to and beyond the due date in the case of late filings. All transactions entered into the system either through data entry or upload are stored in a "sandbox" until the Filer is ready to submit their official Campaign Statement to the state. Even if it is outside the date range for a particular filing period (late), users have the ability to enter and/or change transactions in the "sandbox" until the report is submitted (*Note*: All Transaction Dates must still fall within the original parameters of the filing period). After submitted, information can only be added or changed for that report through the "Amend" process, which will create a formal report amendment.

Must allow user to submit report only during specific dates required by law, but a final report at any time. Report totals and balances should forward to the next reporting period

This is a standard feature of PCC's CFRS. The system is configured to allow reports to be filed during a specific filing calendar based on Committee Type, Status and Election Participation. Final reports will be allowed to be submitted at any time based on configurable business rules (i.e Cash Balances and Outstanding Loan Balance must be zero).

To ensure reconciliation between system and committee totals, both Calculated Cash Balances and Committee Reported Bank Balances are required for each filing and tracked throughout the lifetime of a committee. In the event of an amendment that is filed for a period prior to existing reports, the system will insist on full reconciliation of new calculated and reported balances for each subsequent report upon submitting the amendment.

Must allow user to submit information on loans including the source, any payments toward the balance and a copy of the loan document to be indexed to the account

This is a standard feature of PCC's CFRS. Filers have the ability to enter all details of a loan during origination, including interest charged and loan terms. Loan documents can be generated and indexed to the filer's account. The system will store this information and present the loan details to the filer so that payments can be entered towards the loan at any time in the future until the balance is paid.

In addition, the application comes with a built-in document indexing module that allows the administrators or committees to scan any paper loan or other documents and index them to the appropriate committee/filing.

Must allow users to submit a waiver during specified reporting period

This is a standard feature of PCC's CFRS. Filers have the ability to file a Waiver for a given reporting period if total transactions are below a configurable threshold. The system will be configured to allow waivers to be filed only as permitted by West Virginia campaign finance law. In addition, if required, PCC's solution allows for the existing transactions in the "sandbox" that total less than the threshold (i.e. $500.00) to be automatically moved to the next reporting period upon the filing of a Waiver. This greatly reduces the committees' need for duplicate data entry.

Must require specific information about donor based on contribution levels; prompts-users to enter the information and provides warning or error messages.

This is a standard feature of PCC's CFRS. The system is configured for two-tiered transactional compliance verification. The system will be configured to require the filer to enter a contributor's requisite information as per West Virginia rules (Contributor Type, Name etc.). At this point, the system performs the first compliance check. If the absolute required information is not provided, the system alerts the filer before allowing them to continue saving the transaction.

The second tier of compliance occurs in the "sandbox", where the system will allow transactions to be saved with certain deficiencies and alert the filer of any remaining compliance issues prior to filing.

In both situations, the system alerts are descriptive and tell the user exactly which expected information is missing or non-compliant, and both levels of compliance checks will be tailored to West Virginia campaign finance laws and rules.

Must store contributor and expenditure recipient information to allow reuse of the same individual/company in future reporting - allows users to indicate that this information has been user before (ex. John Smith donates $220 to a campaign on 2/1/12 then donates another $500 on 3/1/12 - System should allow user to link the two so if John Smith comes back with another contribution of $300, if cannot be accepted because the aggregate is beyond the legal limit)

PCC's CFRS supports the retrieval of and re-use of previous contributors and payees in order to streamline data entry and accurately track aggregates for the given entity. CFRS features type-ahead search fields in the contributions and expenditures screens so that users may begin typing the name of a known contributor or payee, and the system will dynamically begin to display possible matches for the user to select. Upon selection the system retrieves and pre-populates all available information in the required fields.

In the event that committees inadvertently create multiple instances of the same contributor, the Merge feature of CFRS allows those records to be easily searched for and combined to ensure accurate aggregate reporting.

Must allow scanned documents to be attached/indexed to a particular candidate/committee and viewed on the public interface. Scanned images should be stored in .tiff and presented in pdf.

All registration statements, campaign reports and other scanned documents (in various formats) are indexed and stored in CFRS electronically. In addition, the application comes with a built-in scanning and indexing module which allows the administrators to scan any paper copy filings and other documents and index them to the appropriate committees. Scanned images can be stored and/or displayed in a number of standard formats configurable by the WVSOS Administrator.

Must have the ability to fit the reporting and other parameters of the Public Finance law

1. **Different reporting periods for exploratory, qualifying and regular campaign periods.**
2. **Allow Entry of contributors for exploratory and qualifying contributions and requires all information legally necessary.**
3. **Allow written receipts to be indexed to the filing.**

1. A dynamic reporting calendar is a standard feature of PCC's CFRS. Reporting periods can be configured between different types of elections, campaign periods, and committee types.
2. The system will prompt users to enter all legally required information for a contributor based upon the contributor type. Compliance verification will be performed on the two-tier compliance verification system as discussed above.
3. PCC's CFRS comes with a built-in receipt generation feature which can produce receipts for all applicable transactions in the system. System-generated receipts are automatically indexed to the transaction/filing, and written receipts produced outside of the system can be scanned and indexed to the appropriate filing/transaction.

Must provide functionality for candidates and committees to upload data in bulk in the current WVSOS bulk upload format (preferable) or in the vendor's standard format. Format should be available to provide to committee treasurers for use in the March 2012 filling period

This is a standard feature of PCC's CFRS. The filer has the ability to upload transactional data in bulk utilizing a predefined Microsoft Excel spreadsheet format. The system reviews each row of the spreadsheet and imports the data into the user's "sandbox". Transactions uploaded in this manner are subjected to the same compliance verifications as if they had been entered into the system manually.

If errors exist with any transactions that prevent successful upload, the system returns an error file containing those records to the user. The description of each error is included in a column next to the transaction, and the user may rectify the error(s) directly in that file and then upload it.

PCC can customize the upload file to meet the specifications of the current WVSOS bulk upload format if the State chooses to include this effort in the identified customization hours. In either case PCC agrees to have the final upload format available to the committee treasurers by the March 2012 deadline, and the import feature will be available from the day the system goes live.

Submitted reports must be dated/time stamped

This is a standard feature of PCC's CFRS. All reports generated from the system shall have at minimum the report title, filing period, date, timestamp, and page count. Reports are also watermarked with Original, Amendment or Preview designations as applicable.

Must provide email reminders to candidates and treasurers of specific events and deadlines.

This is a standard feature of PCC's CFRS. PCC's application has a built-in messaging module that allows the WVSOS administrators to send emails to filers utilizing a feature-rich message editor. These messages can be routed to custom lists of filers or filer types based on available search criteria. Automated system messages can also be configured to alert committees and/or the general public of time-sensitive events and deadlines using the reminders section of the user's home screen dashboard and the "News" section of the public home page. At a minimum the system comes pre-configured to display any upcoming filing periods due for the committee and any overdue (late) filings on their "Reminders" screen.

Response to Specific WVSOS Technical Requirements

Source code should be available for internal modifications

PCC agrees to this requirement and can make the source code available to WVSOS for their internal use only. The source code is available at additional costs.

Application should be web-based (with SSL Certificate) and run on a Windows 2008 R2 Server. (Vendor should supply hardware requirements)

The proposed solution is a web-based campaign finance system running in Microsoft Windows 2008 R2 operating system. The site is secured with an SSL certificate. Minimum hardware recommendations (Scalable to WVSOS requirements) are provided by PCC's Technical Manager below:

Technical Deployment Architecture:

Based on our experience with other similar implementations, we have thoroughly analyzed the transactional and user requirements of WVSOS and sized the hardware based on the optimum and maximum concurrent users and transactions per second.

PCC's proposed CFRS solution is developed using a multi-threaded architecture. The request processing and logic processing for reports and processes are handled asynchronously to avoid degradation and improve the scalability of the application. This allows the administrators to process long running and CPU intensive processes in separate queues.

Based on our experience and understanding of the RFP, PCC ensures the proposed hardware capacity meets and exceeds the WVSOS CFRS application requirements. The recommended hardware setup below outlines the proposed co-located server architecture. See below for a graphical representation of the production deployment architecture:
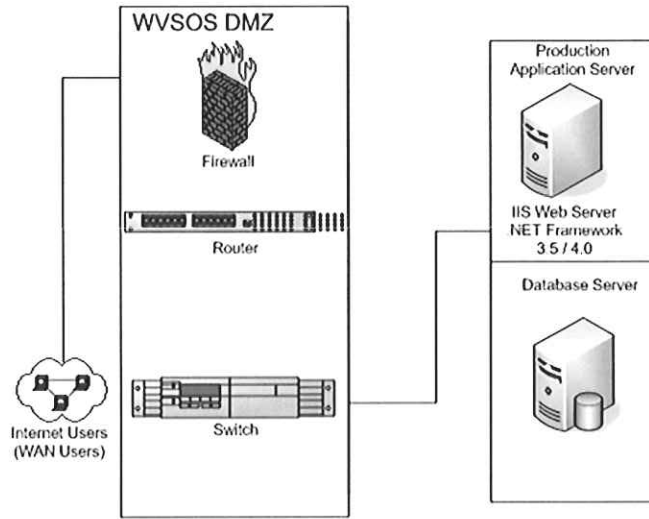
See below for the proposed software licenses and hardware components required:

#	Hardware Components	Software Licenses	
1	Production/ Staging / Testing / Training Application Server and Database Server Hardware	Microsoft Windows 2008 with Hyper-V Microsoft® SQL Server™ 2008R2 Standard (5 CAL)	

#	Hardware Requirement	Configuration Details	Qty
1	Production/Testing (Staging)/ Training Application Server and Database Server	**Dell PowerEdge M805 Server: (Application Server with VM capability)** a) 2 x Quad Core Opteron 2393SE, 3.1Ghz, 4x512K Cache, HyperTransport 1Ghz b) 32 GB Memory c) 2x146GB 15K RPM SAS Hard Drives d) Redundant Power Supply e) PERC 6i SAS RAID Controller f) 24X DVD ROM	1

Note: PCC has proposed the most cost-effective hardware configuration based on the requirements. PCC's solution is compatible with multiple servers and/or virtual instances if required by WVSOS. PCC's solution also supports load balancing and server clustering.

C#.net is the preferred programming language and data should be securely written to and from a SQL 2010 database

PCC's CFRS application is developed using C#.NET. Additionally, the data is stored securely on a SQL 2010 database. PCC's CFRS utilizes the most modern and Microsoft recommended MVC architecture to ensure high performance and scalability
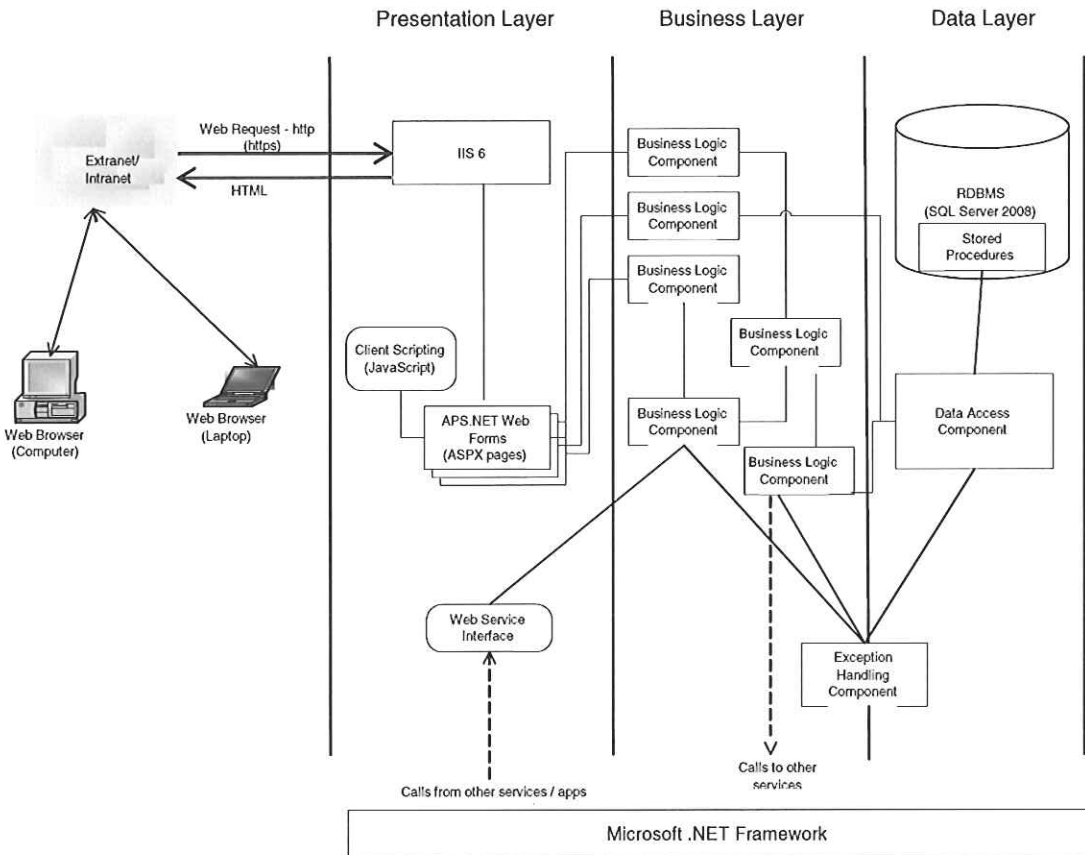
This processing path illustrated above depicts the following:
- User performs an action on the browser.
- Browser requests Web Form (.aspx page) from server.
- Server sends .aspx page to ASP.NET engine.
- ASP.NET Engine Executes Server-side code.
- Executing server side code calls various .NET components to access business logic.
- Data Access component communicates with the Database and returns the requested data.
- ASP.NET Engine returns HTML to server.
- Server Returns HTML to Browser.

Our solution achieves a clean separation of the Web tier from the business tier using the features provided by the .NET framework. The following design considerations were observed during our construction of the CFRS software:

Flexibility and Extensibility: The system must accommodate changes and enhancements in the business requirements with ease and minimal impact.

Modularity and Reusability: To increase the operational efficiency, reusability is the key to reduce development and maintenance costs. Reusability must include the design, architecture, solution patterns, and source code. The system is designed to be modular representing the logical boundaries application systems.

Distribution: The requirements to distribute the application are extensive and include business, security, performance and load sharing. This requires that the application be designed in small cohesive logical portions (i.e. highly granular) that are loosely coupled.

Data in new system must be resident with the WVSOS and not hosted

PCC acknowledges this requirement and will configure CFRS to be hosted internally by WVSOS.

Must provide data archive, retrieval and backup

As part of the Disaster Recovery plan, PCC will provide a detailed document outlining how to recover/install the application and database within 2 hours from the last good backup in the event of natural disaster. PCC will advise WVSOS on our recommended practices to perform a complete image copy backup of the deployed application, database schema, initial scripts and final production data. Regular database and application image backup should be scheduled on a nightly basis into the WVSOS designated archive facility (if applicable). The Technical Recovery Phase may involve different personnel depending upon the type of emergency. A Disaster Recovery Team would be selected according to the requirements of each specific crisis. This phase will also deal with infrastructure components used to support WVSOS access to the existing or alternate site depending upon the disaster impact. It covers such things as Network Management, DNS Servers, Data Storage and Systems Management.

PCC recommends conducting daily, incremental online backups and weekly full backups. PCC recommends a backup schedule which utilizes a Grandfather-Father-Son, or GFS strategy. This schema calls for a tape rotation of daily, weekly, monthly and yearly backups. Offsite storage of the backup is also highly recommended.

Please describe the procedure for any known any scheduled systems enhancements and whether these are included in the cost of the software and maintenance or are an extra cost.

In addition to the standard releases and bug fixes, and in accordance with the scope identified in this RFQ, up to 50 hours (per year) are available under the optional annual maintenance contract that can be utilized for state-specific enhancements or to comply with future changes in the state-specific election laws. PCC utilizes subject matter experts to monitor and facilitate compliance with changes to election laws to maximize the efficiency of these available hours. Additional hours can be purchased at a discounted rate to support additional enhancements.

The core PCC Solution will typically be targeted for a major release every 18 months to address known minor issues in the framework, deploy technology upgrades, or to provide value-added enhancements across our loyal customer base. These upgrades are available at no cost as long as WVSOS remains active in the optional maintenance contract.

Must provide a public interface that conforms to standard WVSOS website design (screenshot attached)

PCC agrees to the above requirement. The public interface will conform to WVSOS website design. Our strict adherence to n-tier architecture ensures that cosmetic changes to the presentation layer can be accomplished without impact to the system code or functionality. Please see the Attachments Section for a draft homepage example.

System maintenance can be performed off-site

PCC agrees to and prefers the above requirement. All maintenance activities will be performed at the Bloomfield, Connecticut development center utilizing the optimized environments, extensive team of CFRS experts and CMI-certified processes already being employed by multiple existing and satisfied maintenance customers.

Provide a data dictionary in electronic format.

This is a standard practice for all PCC implementations. PCC agrees to provide a documented data dictionary adhering to the application's data specifications. All data dictionaries will be managed using version controls. The data dictionary provides a priceless tool for WVSOS resources to maximize the usefulness of the included Ad-hoc Query Tool, as an aid in the development of additional "Views" that will allow data mining for all agency needs.

Response to Specific WVSOS Report-Generating Requirements

Reports of late/non-filers

This is a standard feature of PCC's CFRS. The Audit module of the application allows the WVSOS administrators to track filers for various violations such as failure to file, late filing, exceeding contribution limits, etc. Any filer that has been identified as a violator can be levied a fine and tracked through the entire settlement process. In addition, an ad-hoc query can be created for reporting on any nature of filer situation.

Labels for mailing based on selected criteria

This is a standard feature of PCC's CFRS. The system allows agency administrative users to generate mailing labels for filers. WVSOS administrators can generate mailing labels for individual filers or categories of filers based on extensive search criteria.

Internal audit of activity in all accounts

Internal auditing of accounts can be achieved by using the Audit functionality which reveals the full history of filing and amendment data and the individuals responsible for the change. In addition, agency users can log in as filers to view current account activity and assist in troubleshooting with a bird's-eye view.

Data must be available for download in multiple formats: XML, HTML, Excel and delimited

This is a standard feature of PCC's CFRS. All generated reports and search results grids in the CFRS application have the ability to be exported in various formats such as HTML, XML, CSV, Excel, Word, and PDF.

Public interface provides users a comprehensive search option: Candidate, committee, independent expenditures, electioneering communications, contest (including district), party, and/or by contributor. Results of these searches must be printable in .pdf format and produce downloaded data in XML, HTML, Excel and delimited data formats

The CFRS provides the public with a state-of-the-art, Web-based interface with robust search and results display features. The public can search for filers and filed campaign material based on a variety of search criteria. Although extensive, the search criteria available to the public can be tailored according to WVSOS requirements.

The following are the some of the ways the data within the system can be queried:

- Statements of organization: Committee type, Committee/Candidate name, Election, Office, Committee status, Registration date range, etc.

- Campaign Statements: Reporting year, Reporting period, Committee ID, Committee Name, Office, Report filed date range, etc.

Where applicable, the criteria screens have 'type-ahead' search fields that allow the users to begin typing and the system will dynamically retrieve the data for the user to make a selection. For example, when a user starts typing a committee name, the system shows all the possible committees that start with that name.

The solution also allows the users of the system to search for individual transactions such as contributions and expenses based on various criteria.

- Contributions: Contributor type, Contribution type, Contributor name, Reporting year, Reporting period, Amount range, etc.
- Expenses: Expense purpose, Office, Amount range, Payee name, Reporting year, Reporting period, etc.

In all cases search results are presented in highly interactive grids which allow data to be manipulated and exported in a variety of ways. Columns can be sorted, dragged and moved for logical proximity, and filtered using hundreds of pre-determined parameters. Rows can be grouped by any field to provide organization and sub-totaling for extensive results, and advanced paging makes for easy access to all records. All of these features and more come in the most technically advanced Web Disclosure architecture available, ensuring that even hundreds of thousands of results are returned to the public user with sub-second response times*.

* Users' personal Internet connection speed may affect timing.

Other Requirements

Provide online Help for both public and internal sites

This is a standard feature of PCC's CFRS. Each screen has a help icon link to an online help popup with information pertaining to the given screen. These links are provided for both registered users (agency and filer) as well as for the general public. Help screens are also maintainable by administrative users and can be updated dynamically if information must be added or deleted.

In addition to the help links, the system has a "Frequently Asked Questions" section available to the public. As with the help screens, this section is fully maintainable by the administrative user and can be updated dynamically to add or remove question/answer combinations.

Project Management Plan must include user acceptance testing timeline, risk management, change management, quality assurance, project control and acceptance of the solution

This section presents the draft implementation plan proposed by PCC to successfully execute the WVSOS CFRS System. PCC will manage the project using a comprehensive set of processes, procedures, and management activities that will mitigate project risks, provide clear visibility to WVSOS of the status and progress of the project, and ensure that stringent quality control measures are implemented across the project. In this section PCC describes the manner in which PCC will address the execution of each project phase to ensure full compliance with all RFP requirements. *The final detailed approach, including Risk Management, Change Management, Quality Assurance and Control and Acceptance will be collaboratively agreed upon by WVSOS and PCC Project Managers and documented in the Project Initiation Document in Phase 1.*

The project will be conducted through the following phases:

Phase 1 – Project Initiation, GAP Analysis

Phase 2 – Product Customization

Phase 2a – Data Conversion

Phase 3 – User Acceptance Testing

Phase 4 – Training and Production Deployment

Phase 5 – Warranty Period and Transition to Maintenance and Support

A Draft High-level Milestone Deliverable Matrix (Phases/Deliverables/Acceptance Criteria):

Phase	Milestone	Products To Be Delivered	Product Type	Acceptance Criteria
Contract Signing	Acceptance of terms and signed contract	Mutually Agreed Scope, Terms & Conditions and Contract	Document	Agreed and Signed by WVSOS and PCC
Phase 1	Project Initiation	Project Initiation Document	Document	WVSOS Review & Sign-off
		Final Project Schedule	MS Project Plan	WVSOS Review & Sign-off
		Project Kickoff Meeting	Agenda document and Meeting	Meeting Attended by WVSOS and PCC
Phase 1	Gap Analysis and Database Design	Conduct Gap Sessions to identify the application gaps	Meetings and gap notes	Participation by WVSOS and PCC
		Final gap analysis document	Document	WVSOS Review & Sign-off
Phase 2	Base Product Configured in Development	Development-ready Application	Code Release	Application configured on development server
Phase 2	Customized Code Released to Test	UAT-ready Application	Code Release	Successful Build
		Finalize UAT Test Scripts	Excel Spreadsheet	WVSOS Review & Sign-off
Phase 2a	Data Conversion Specifications	Overall Data Conversion Plan	Document	N/A
		Data Dictionary and Mapping Document	Document	N/A
		Develop Data Conversion Scripts and Test	Campaign Finance Data	N/A
Phase 3	User Acceptance Testing	Conduct UAT with Results	Test Environment Created &	WVSOS Review & Sign-off

Phase	Milestone	Products To Be Delivered	Product Type	Acceptance Criteria
			Tested	
	Final User Manuals	Finalize User Manuals	Documents	WVSOS Review & Sign-off
Phase 4	Training Completed	Training Sessions	Training Completed	Attendance of WVSOS Users
	Data Conversion Completed	Production Database Populated	Data	N/A
	CFRS Go-Live in Production Environment	Application Live in Production	Code Release	Application Live in Production
Phase 5	Warranty Period and Transition to Maintenance and Support	Warranty Support Requests	Issue Ticket	Tickets Logged in TAS
		Critical Issues Resolved	Code Release in Test Environment	TAS Issues Closed

Project Implementation Plan Overview

The Master Project Work Plan is an ongoing tool for anticipating and tracking changes to expectations for all project tasks, deliverables and milestones. The illustration below is a snapshot of the proposed high-level plan for this proposal. The complete plan, which includes the detailed tasks and milestones, resides in Microsoft Project (.mpp) format and will be shared in the ongoing communication meetings to discuss changes.

	Task Name	Duration	Start	Finish	Pred
1	- MD WVSOS CFRS	112.25 days	Thu 3/1/12	Mon 8/6/12	
2	+ Phase 1 - Project Initiation and Gap Analyis	8 days	Thu 3/1/12	Mon 3/12/12	
12	Milestone 1-1: Signoff Initiation Document and Schedule	1 day	Thu 3/1/12	Fri 3/2/12	6
13	Milestone 1-2: Kickoff Meeting	1 day	Fri 3/2/12	Fri 3/2/12	7
14	Milestone 1-3: Final Gap Analysis Document	1 day	Thu 3/1/12	Thu 3/1/12	
15	+ Phase 2 - Product Customization	18 days	Tue 3/13/12	Thu 4/5/12	11
20	Milestone 2-1: Base Product Configured in Development	1 day	Tue 3/20/12	Tue 3/20/12	16
21	Milestone 2-2: Customized Code Released to Test	1 day	Fri 4/6/12	Fri 4/6/12	18
22	Milestone 2-3: Final UAT Test Scripts	1 day	Fri 4/6/12	Fri 4/6/12	19
23	+ Phase 2a - Data Conversion	14 days	Fri 4/6/12	Wed 4/25/12	11
28	+ Phase 3 -User Acceptance Testing	10 days	Mon 4/9/12	Fri 4/20/12	
31	Milestone 3-1: CFRS Acceptance Testing	1 day	Mon 4/23/12	Mon 4/23/12	29
32	Milestone 3-2: Final User Manuals	1 day	Mon 4/23/12	Mon 4/23/12	30
33	+ Phase 4 – Training and Production Deployment	8 days	Tue 4/24/12	Thu 5/3/12	
39	Milestone 4-1: Training Completed	1 day	Wed 5/2/12	Thu 5/3/12	34
40	Milestone 4-2: Data Conversion Completed	1 day	Mon 4/23/12	Mon 4/23/12	30
41	Milestone 4-3: CFRS Go-Live in Production Environment	1 day	Wed 5/2/12	Thu 5/3/12	34
42	+ Phase 5 - Warranty Period and Transition to Maintenance and Support	66 days	Thu 5/3/12	Fri 8/3/12	
45	Milestone 5: 90-Day Warranty Close-out	1 day	Fri 8/3/12	Mon 8/6/12	44

Phase 1: Project Initiation and Gap Analysis

	Task Name	Duration	Start	Finish	Pred	Resource Names
2	‾ Phase 1 - Project Initiation and Gap Analyis	8 days	Thu 3/1/12	Mon 3/12/12		
3	‾ Initiation Activities	1 day	Thu 3/1/12	Thu 3/1/12		
4	CFRS Project Initiation Document	4 hrs	Thu 3/1/12	Thu 3/1/12		PCC PM
5	Final Project Schedule	4 hrs	Thu 3/1/12	Thu 3/1/12		PCC PM
6	Review/Revise PID and Schedule with WVSOS Project Manager	4 hrs	Thu 3/1/12	Thu 3/1/12		PCC PM,WVSOS PM
7	Project Kickoff Meeting	4 hrs	Thu 3/1/12	Thu 3/1/12	6	PCC PM,WVSOS PM
8	‾ Gap Analysis	6 days	Mon 3/5/12	Mon 3/12/12		
9	Conduct Gap Sessions to Gather Business Requirements	2 days	Mon 3/5/12	Tue 3/6/12		WVSOS SME,PCC PM
10	Finalize Gap Analysis Document	3 days	Wed 3/7/12	Fri 3/9/12	9	WVSOS SME,PCC PM
11	Review/Revise Specifications with WVSOS Project Manager (WebEx)	1 day	Mon 3/12/12	Mon 3/12/12	10	WVSOS SME,WVSOS
12	Milestone 1-1: Signoff Initiation Document and Schedule	1 day	Thu 3/1/12	Fri 3/2/12	6	
13	Milestone 1-1: Kickoff Meeting	1 day	Fri 3/2/12	Fri 3/2/12	7	

Project Initiation begins with jointly validating the project scope, deliverables, project work plan, resources, schedule, and project management structure. During this phase of the project, the PCC team will work with the WVSOS project manager to develop and refine the implementation plan for approval and sign-off.

Also during this initial phase, PCC shall lead the process of validating and understanding the business and functional requirements for the WVSOS CFRS to identify any gaps in the product's core functionality. This gap analysis will be conducted in such a manner to include WVSOS CFRS users and administrators of the current process, key stakeholders, and subject matter experts who were responsible for creating this RFQ. PCC has conducted preliminary gap analysis in the production of the RFQ response based on the detailed functional and technical specifications outlined herein and will utilize this pre-work to ensure an efficient process that maximizes productivity .

Deliverables / Outputs:

1. Project Kickoff Meeting
2. Project Initiation Document (MS Word 2007)
3. Gap Analysis Sessions (Meetings)
4. Gap Analysis Document (MS Word 2007)

Phase 2: Software Customization and Testing

	Task Name	Duration	Start	Finish	Pred
15	‾ Phase 2 - Product Customization	18 days	Tue 3/13/12	Thu 4/5/12	11
16	Base Product Configuration and Cosmetic Design Changes	5 days	Tue 3/13/12	Mon 3/19/12	
17	Prioritize Gap Findings for Customization Scope	5 days	Tue 3/13/12	Mon 3/19/12	
18	Customization	104 hrs	Tue 3/20/12	Thu 4/5/12	16
19	Finalize UAT Test Scripts	104 hrs	Tue 3/20/12	Thu 4/5/12	16
20	Milestone 2-1: Base Product Configured in Development	1 day	Tue 3/20/12	Tue 3/20/12	16
21	Milestone 2-2: Customized Code Released to Test	1 day	Fri 4/6/12	Fri 4/6/12	18
22	Milestone 2-3: Final UAT Test Scripts	1 day	Fri 4/6/12	Fri 4/6/12	19

Limited to priorities to be established by WVSOS for the 100 hours of customization, PCC will translate the in-scope Gap requirements from Phase 2 into a customized information system that meets the core WVSOS needs. In this phase PCC will install and configure our baseline Campaign Finance Reporting System, and deploy a code release to the testing environment with the agreed-upon customizations.

Deliverables / Outputs

1. Setup Development Environment (Visual Studio 2008)
2. Install and Configure Baseline CFRS (Code)
3. 100 Hours of Customization (Code)
4. Unit and System Testing (Visual Studio 2008)
5. Final Test Scripts (MS Word 2007)

Phase 2a: Data Conversion

	Task Name	Duration	Start	Finish	Pred
21	⁻ Phase 2a - Data Conversion	14 days	Fri 4/6/12	Wed 4/25/12	11
22	⁻ Data Conversion Specification	4 days	Fri 4/6/12	Wed 4/11/12	
23	Develop Overall Conversion Strategy/Plan	1 day	Fri 4/6/12	Fri 4/6/12	14
24	Develop Data Dictionary and Mapping Document	24 hrs	Mon 4/9/12	Wed 4/11/12	23
25	Develop Data Conversion Scripts and Test	80 hrs	Thu 4/12/12	Wed 4/25/12	24

Data conversion will run concurrently with the software customization efforts. PCC has reviewed the data conversion requirements provided by WVSOS and has prepared an overall conversion strategy. PCC will develop a Data Dictionary and Mapping document from the source data structure to map the requirements of the target system data model. Given the 100 hour limitation on data conversion efforts, PCC will provide a recommended approach concerning data conversion scope and inclusions following the publication of the data conversion documents. Agreed-upon levels of conversion will be done in conjunction with Product Customization activities in Phase 2, and data migration will be validated along with the customized code during UAT. A final conversion will be executed during production go-live activities.

Deliverables / Outputs

1. Data Migration Plan (MS Word 2007)
2. Data Dictionary and Mapping Document (MS Word 2007)
3. 100 Hours of Data Conversion (Code and Data)
4. Phase 5 Revised Project Plan (MS Project 2007)

Phase 3: User Acceptance Testing

	Task Name	Duration	Start	Finish	Pred
26	⁻ Phase 3 - User Acceptance Testing	10 days	Mon 4/9/12	Fri 4/20/12	
27	Conduct System Acceptance Testing w/Results	10 days	Mon 4/9/12	Fri 4/20/12	19
28	Finalize User Manuals	10 days	Mon 4/9/12	Fri 4/20/12	19
29	Milestone 3-1: CFRS Acceptance Testing	1 day	Mon 4/23/12	Mon 4/23/12	27
30	Milestone 3-2: Final User Manuals	1 day	Mon 4/23/12	Mon 4/23/12	28

In this phase, the system is fully tested by the WVSOS team against the requirements identified in the RFQ and prioritized for customization during Phase 2. Acceptance testing is designed to provide assurance that all system and performance issues have been identified and resolved during previous test stages (Unit, System), and that the design meets documented specifications.

Deliverables / Outputs

1. Test Environment configured
2. Final Acceptance Testing with recorded results (TAS)
3. Final Training Material (MS Word 2007)

Phase 4: Training and Production Deployment

	Task Name	Duration	Start	Finish	Pred
33	⁻ Phase 4 – Training and Production Deployment	7 days	Tue 4/24/12	Wed 5/2/12	
34	Conduct Training	50 hrs	Tue 4/24/12	Wed 5/2/12	32
35	Final Data Conversion	6 days	Tue 4/24/12	Tue 5/1/12	31
36	Deploy Solution	1 day	Wed 5/2/12	Wed 5/2/12	35
37	Final Documentation Delivery	1 day	Wed 5/2/12	Wed 5/2/12	
38	Close-Out Meeting	1 day	Wed 5/2/12	Wed 5/2/12	
39	Milestone 4-1: Training Completed	1 day	Wed 5/2/12	Wed 5/2/12	
40	Milestone 4-2: Data Conversion Completed	1 day	Wed 5/2/12	Wed 5/2/12	
41	Milestone 4-3: CFRS Go-Live in Production Environment	1 day	Wed 5/2/12	Wed 5/2/12	

In this Phase, all WVSOS users are trained in the efficient operation of the system and provided the skills necessary to train other users. Concurrently, the final data conversion is run and the customized application is installed and made operational in the Production Environment. Phase 7 is initiated only after the system has been tested and accepted by the users and signed off by the WVSOS Project Manager.

Deliverables / Outputs

1. Train-the-trainer Training Including Technical Training (Training Sessions)
2. Setup Production Environment
3. Finalized System Documentation (MS Word 2007/NDOC)
4. Technology Transfer (Meetings/Source Code)
5. Close-out Meeting

Phase 5: Warranty Period and Transition to Maintenance and Support

	Task Name	Duration	Start	Finish	Pred
42	⁻ Phase 5 - Warranty Period and Transition to Maintenance and Support	66 days	Thu 5/3/12	Thu 8/2/12	
43	⁻ Warranty Support	66 days	Thu 5/3/12	Thu 8/2/12	
44	Fixing the issues identified in Production Environment	66 days	Thu 5/3/12	Thu 8/2/12	41
45	Milestone 5: 90-Day Warranty Close-out	1 day	Fri 8/3/12	Fri 8/3/12	44

The warranty period will begin the day the application is accepted and deployed on the production server. The system warranty will cover application bug fixes (on the deployed code) to support production related issues. Please refer to the details provided on our approach to Warranty and Maintenance Periods later in this section.

Project Status Meetings:

Intra-Team Individual Status Meetings

These are weekly or ad-hoc WVSOS or PCC specific team meetings geared towards the discovery and reporting of progress and issues related to the ongoing efforts by the business and technical support staff to meet project requirements.

Project Team Status Meetings:

Conducted weekly to report on individual achievements from the previous report's tasks and issues arising against the project plan. Topics may also include technical and development processes and adherence or changes to policies and procedures. Tasking for the upcoming report is reviewed and discussed as needed. These meetings will be held by teleconference when PCC representatives are not already on-site. PCC anticipates being onsite for these meetings on the weeks when coupled with the Monthly Executive Oversight Meetings, whenever possible.

The weekly Project Status Report will be based on an agreed upon format.

Executive Oversight Meetings:

Conducted monthly to provide status updates to the project stakeholders and obtain resolution/authorization for issues unresolved at the team management level. Adherence to plan and financial implications of pending issues are also discussed.

Information from the weekly Project Status Reports since the last meeting will be compiled into a summary-level PowerPoint as the baseline for discussion.

Roles and Responsibilities:

The table below outlines the key project resources that will be most involved in the communication activities:

Name	Role	Responsibilities

Name	Role	Responsibilities
Vishal Hanjan	**PCC Project Manager** Phone: (860) 466-7239 Email: vishal.hanjan@pcctg.com	- Manages/controls the on-time progress and delivery of all aspects of the project from a PCC perspective - Single point of contact between WVSOS and PCC resources - Drives the Communication and Reporting mechanisms to reduce risk - Monitors and initiates Change Management activities - Acts as liaison between Business and Technical teams
Greg Amato	**PCC Project Delivery Executive** Phone: (860) 466-7235 Email: grega@pcctg.com	- Oversee project at the Executive level - PCC resource manager - Elevated problem resolution - Manage PCC/WVSOS relationship
Sreeji Vijayan	**PCC Technical Manager** Phone: (860) 242-3299 x250 Email: sreeji.vijayan@pcctg.com	- Ensures architecture of customized WVSOS CFRS adheres to coding standards, performance and reliability expectations. - Technical Campaign Finance Reporting Systems consultant during analysis phase. - Manages the PCC programming resources throughout customization efforts of the WVSOS CFRS. - Coordinate the communications between the PCC and WVSOS Technical Teams.
Tom Bryers	**Functional Lead/Subject Matter Expert** Phone: (860) 466-7239 Email:tom.bryers@pcctg.com	- Extracts and documents business requirements. - Acts as the liaison between the Business and Technical Teams. - Monitors and reports on ongoing quality and adherence to specifications

Name	Role	Responsibilities
		- Coordinates BA and QA support staff

Resource Summary:

Greg Amato (Project Executive)

Mr. Amato is a senior-level IT Manager with over 15 years of experience performing multiple roles as IT Director, Project Manager, Business Analyst and Systems Architect, designing and developing software for Web, mainframe and client-server environments. His area of subject matter expertise includes many Public Sector agencies, the Healthcare industry, the Utilities industry, and the Insurance and Financial Services Industries. Mr. Amato has pertinent experience in the development and implementation of the PCC Campaign Finance Information System, as the Executive Manager of the team that successfully delivered the solution in Connecticut, Wisconsin and Maryland.

Vishal Hanjan (Project Manager)

Mr. Hanjan has been leading the project management, business analysis and quality assurance efforts for major system implementations for over 5 years. Mr. Hanjan has become PCC's resident subject matter expert for our CFRS solution. He is an expert at the creation of documentation for gathering system and business requirements. Mr. Hanjan most recently performed the role of Project Manager, leading all implementation methodologies, best practices and system development standards for the Maryland Campaign Reporting Information System (CRIS) implementation.

Sreeji Vijayan (Technical Manager)

Mr. Vijayan is an experienced technical architect with a wide range of skills, including all levels of n-tiered development using Microsoft .NET, Microsoft SQL Server and Java. Mr. Vijayan assumes a technical lead role on most CFRS projects and excels in a position that allows him to find solutions for complex issues (both business and technical). He is detail-oriented with strong troubleshooting, integration, installation and configuration skills. Mr. Vijayan is able to work with and maintain relations with staff and clients on all levels. Mr. Vijayan was the key technical lead on the Wisconsin and Maryland's Campaign Finance Information System.

Tom Bryers (Functional Lead)

Mr. Thomas Bryers has more than 25 years of experience in business/system analysis, requirements gathering and use-case modeling, including direct experience supporting the implementation of the State of Connecticut and State of Maryland Campaign Finance Systems. Mr. Bryers has extensive experience in creating business and functional requirement documents, test strategies, test plans and test cases. Mr. Bryers is a skilled team builder and his strongest

attributes are the ability to facilitate requirements sessions, efficient communication with the client and expert-level technical documentation skills.

Warranty and Maintenance Support

Warranty Services:

PCC will provide a 90-day warranty against defects related to requirements, modules and functionality of the core CFRS as well as the system enhancements specified within the RFP and related attachments, and to be further refined and stated in the PCC's Functional Requirements Document (FRD). The 90-day warranty phase will start on the go-live day of the system.

The system warranty will be governed by a Service Level Agreement (SLA) that will be detailed in PCC's Warranty, Support and Maintenance Plan to be finalized during the Project Close-out activities in accordance with the WVSOS requirements:

The PCC warranty includes:

- ✓ Application bug fixes to the CFRS as agreed to by WVSOS and PCC.

    Note: A bug is defined as a programming defect found in the application that causes behavior in direct conflict with a reasonable interpretation of the governing requirement. A change in business workflow that may force the application to be unusable or ineffective is not considered a bug. Also, any additions to improve the current process or application are not bugs.

- ✓ A monthly status meeting and written status report on all outstanding warranty requests or changes.
- ✓ Telephone Support: This shall include Level-2 Help Desk telephone support to up to two (2) pre-authorized Level-1 WVSOS Help-Desk personnel to report and resolve application front-end issues, usability issues, application issues, database/technical issues or other "bugs" that adhere to the definition above.
- ✓ Database Support for recovery assistance in case of a disaster (WVSOS is responsible for daily backups), and support to Database Administrators for SQL Server Database design and object related questions in direct relation to an identified bug.
- ✓ Optionally, PCC also offers multi-level Help Desk services at additional costs.

Any bugs that are beyond the scope of the warranty will be handled through a change control process.

Maintenance and Support:

The following services are provided as a part of the standard maintenance and support:

✓ Unlimited Phone and Remote Support – As a preferred customer, all designated WVSOS and ITS personnel are guaranteed replies to any questions regarding the software, and related components essential to WVSOS CFRS. This support is unlimited in the number of calls via a toll-free number or emails, the number of questions you may have, or the amount of time we spend with you. Our objective is to be there to help you, every business hour of every business day.

✓ Bug Reporting and Fixes – Unlimited reporting of bugs and fixes at no charge. Training, documentation updates and technical support in support of the releases due to bug fixes.

✓ Patches and Upgrades – Preferred customers also receive, upon request, all CFRS patches and upgrades of software and online documentation, at no charge.

✓ Access to Information – Users may elect to receive periodic mailings from our customer support organization. These mailings, geared at end users, outline new features, give tips for using features, discuss how to solve common problems, and provide other frequently requested information. Project staff and users will also have access to a secured web-site that provides instant status about reported issues, a searchable database of frequently asked questions, and much more detailed self-help information.

✓ Monthly status meetings/conference calls

✓ Software Updates and New Releases – In any given 18-month period, the CFRS will typically have one minor upgrade (maintenance), one major upgrade (new features), as well as several patches if required. Training on the new functionality and features will be made available for each new release; costs are covered under annual maintenance agreement.

Standard Maintenance Service Level Agreement (SLA)

- **Minimum Reliability**: 99.5% (Provided that the state network and the 3rd Party communications are available)
- **Regular Application Support Service Hours**: M-F; 8:00 am (EST) – 5:00 pm (EST)
- **Initial Response Back**: 60 minutes (priority 1 and 2)
- **Issue Assignment**: 2 hours (Priority 1 and 2)
- **Analysis/Resolution Status Reporting**: Automatic through TAS system as status changes.
- **Release of Fixed/Enhanced Code**: On a monthly schedule to be determined by WVSOS and PCC. Targets of no more than 30 days from issue submittal for bugs; 10 days for bugs deemed "Critical". Emergency releases may be considered when critical issues arise and a scheduled release is not reasonably within the 30/10 day target.

Issues Prioritization

All issues will be logged, prioritized and tracked via the PCC's Issue Tracking system (TAS) with each issue having a ticket number automatically generated. Upon verification that the problem requires PCC resolution, the application team will follow the Service Action Request procedures.

The criteria for production problem priority levels are as follows:

- **Priority 1:** Emergency (total/major loss of functionality), immediate response required
  - o **Characteristics** - The customer's product is down or seriously impacted. There is no reasonable workaround currently available. Very high impact on business; short window of resolution and requires immediate attention.
  - o **Action to be Taken** - PCC will use best efforts to fix Priority 1 problems as soon as reasonably possible, typically via a patch release and will put the necessary resources on the problem until it is resolved.
- **Priority 2:** Critical (serious), quick response is required
  - o **Characteristics** - The product operates but its functionality is degraded. Potential high impact on business; moderate window of resolution.
  - o **Action to be Taken** - The PCC team will use best efforts to address Priority 2 problems with a patch release. The on-call team members will handle the problem within the response time specified (see Response Time section). If the problem cannot be resolved in that time period, it will be escalated and additional resources assigned accordingly.
- **Priority 3:** Moderate (not serious)
  - o **Characteristics** – Product is operational and functional with a moderate impact on business; longer window of resolution, instant resolution is not required.
  - o **Action to be Taken** - The PCC team will use best efforts to address Priority 3 problems with a patch release. The problem is still treated as a production error and will be addressed as quickly as possible within normal business hours.
- **Priority 4:** Low (nice to have)
  - o **Characteristics** – Minor problem or enhancement. Low impact on business; long window of resolution.
  - o **Action to be Taken** - Priority 4 problems and enhancements will be scheduled for resolution and implementation as resources become available. These types of production problems/enhancements will be documented scheduled for resolution within the next release.

Problem Escalation Path

PCC understands the importance of a well-defined escalation path. The escalation path will ensure executive support from both PCC and WVSOS to ensure timely and high quality resolution of problems and issues.

The escalation path shall consist of the following:

Support Incident	Escalation Contact
Initial Contact	PCC Maintenance Manager
Operational SLA Not Met	PCC Project Manager

Support Incident	Escalation Contact
PCC Executive Escalation	PCC Project Executive
WVSOS Executive Escalation	WVSOS Business Sponsor

Provide "train-the-trainer" sessions for both Elections Staff (10 people), system administrators (2) and technical users (6 people) totaling 50 hours that can be conducted in person or by electronic means (Vendor Response must indicate method of training).

PCC's training approach will ensure that the system is quickly and easily learned by the users and that they are able to productively and accurately perform their daily functions when the system is implemented. Each user must be able to successfully navigate and edit information within CFRS while continuing to meet their customer service needs. Therefore, job specific training is crucial to the initial and on-going success of the project.

Training	Topics	Attendees
Agency User	- View/Edit Registration - Audit and Violations - Correspondence - Reporting/Ad-Hoc Query - Committee Functions	All WVSOS CFRS Users
Agency Administrator	- Security and Role Permissions - Maintain Elections/Filing Calendar - Maintain Reference Tables - Maintain Ad-hoc Query Views - FAQ's - Maintain Help - Scanning Settings	Agency System Administrators
IT Knowledge Transfer	- Application Architecture Overview - Application and Server Configuration - Backup and Recovery	WVSOS IT Support

Training documents and system documents must be available in electronic format.

PCC will provide extensive user manuals for end users and Systems Administrators that have been successfully used in previous statewide Campaign Finance Reporting System implementations, but updated with the WVSOS design and features. The modules are broken down by the major functions of the application, as follows:

Training Manuals	
Module	*Description*
Agency Administrator	Details all functions performed by the WVSOS Staff in the daily administration of Campaign Finance activities. Topics include: • Viewing and Editing Committee Information • Audits and Violations • Correspondence and Messaging • Scanning and Document Management
Committee	Details all functions performed by committees and filers in managing and reporting on their campaign finance activities. Topics include: • Managing Officers and Statement of Organization Changes • Entering Contributions, Expenditures and other Transactions • Batch uploading of transactions • Managing entered transactions and filing waivers, Campaign Statements or Final reports to the State
Public	This Training module focuses on the following features available to the public: • Register a new committee • Search Committees, Contributions, Expenditures and Filed Reports
System Administrator	This Training Module includes all of the system maintenance activities available to the WVSOS advanced users: • Maintain Filing Calendar • Maintain Reference Tables • Maintain Help • Maintain Ad-hoc Query Views • Maintain FAQ's

All previously-developed documentation pertinent to use of the system as developed and customized for use in WV must be provided.

All system documentation will be developed in accordance to the WVSOS CFRS functionality and requirements. All future enhancements and/or changes to the system will be well documented in user manuals and online help functions including complete technical, database, application and end user documentation and will be by managed using version controls.

References

Organization Name	Contact	Duration	Services Provided
State of Maryland SBE	Name: Jared DeMarinis Director of Campaign Finance 151 West St Annapolis, MD 21401 Phone: (410) 269-2853 Email: jdemarinis@elections.state.md.us	6 Months - Live November 2011	PCC is providing a turn-key solution to replace state's desktop-based application. Services provided by PCC included: - Requirements Definition - Product Configuration & Customization - Data Conversion - Testing, Training & Documentation - Implementation - Hosting Services - On-going Support & Maintenance
State of Connecticut – Secretary of State Office	Name: Mann Hasen Project Manager Phone: (860) 256-2958 20 Trinity Street Hartford, CT 06106 E-mail: Mann.Hasen@ct.gov Name: Brian Clonan Director of Information Technology Phone: (860)256 - 2940 E-mail: Brian.Clonan@ct.gov	8 months	PCC provided a turn-key solution to replace state's existing J2EE/IBM DB2 based application. Services provided by PCC included: - Requirements Definition - Product Configuration & Customization - Data Conversion - Testing, Training & Documentation - Implementation - Hosting Services - On-going Support & Maintenance
Wayne County, IL	Name: Caven West Deputy Director of Fiscal Services 2 Woodward Avenue, Suite 502 Detroit, Michigan 48226 Phone: (313) 213-5284 Email: cwest@co.wayne.mi.us Name: Sao Hang Manager Information Technology 2 Woodward Avenue, Suite 502 Detroit, Michigan 48226 Phone: (313) 224-5553 Email: shang@co.wayne.mi.us	5 Months - Live August 2011	PCC is providing a turn-key solution to replace state's paper based process. Services provided by PCC included: - Requirements Definition - Product Configuration & Customization - Data Conversion - Testing, Training & Documentation - Implementation - Hosting Services

Cost Proposal

ITEM	Description	Quantity	Cost	Extended Cost
Software License	Permission to use the software provided by the vendor with an unlimited number of users	1	$132,400	$132,400
Customization	Any necessary modifications to existing programming to ensure application conforms with WV laws and regulations	100 hours	$92	$9,200
Implementation	Deploying the application for use in WV	1	$40,000	$30,000
Training	Train the Trainer Sessions	50 hours	$92	$4,600
Annual Maintenance Year 1	Yearly cost to maintain the application	1	$20,000	$20,000
Data Conversion	Migrate data from current WVSOS system to vendor solution	100 hours	$92	$9,200
System Modifications	Cost of future modifications not covered in annual maintenance	50 hours	$92	$4,600
TOTAL (year one)				$220,000
Second year annual maintenance	Software maintenance	1	$20,000	$20,000
Third Year Annual maintenance	Software maintenance	1	$20,000	$20,000
TOTAL BID				$260,000

The quantities above are estimates for bidding purposes only. Actual quantities will vary based in agency needs. The award will be made on the total cost including years two and three.

Attachments

Home Page:

Candidate Registration:

Contribution Entry:

Expenditure Entry:

Edit/File Pending ("Sandbox") Transactions:

Edit / File Pending Transactions

                                                   User Admin (Morhaim, Dan Citizens For)

Filing Period Name* [01/18/2012 Annual ▼]

Transaction Type [--Select Transaction Type-- ▼]   Transaction Category [-- Select Transaction Category -- ▼]   Contributor / Payee Name [ ]

Transaction Date Range [🗓] - [🗓]   Amount Range [ ] - [ ]

☐ Receipt Not Generated   ☐ Loan Consent Form Not Generated   ☐ Non-Compliant Transactions

[Search] [Cancel] [Clear]

Transaction Date	Contributor / Payee Name	Transaction Type	Transaction Category	Amount	Address	Compliance	Edit	Select
12/31/2011	BANK OF AMERICA	Contribution	Other Income	$159.39	P.O. Box 25118, Tampa, FL 33622	∨	📝	☐
11/01/2011	US POSTMASTER	Expenditure	Postage	$44.00	10421 STEVENSON RD, STEVENSON, MD 21153	∨	📝	☐
11/28/2011	US POSTMASTER	Expenditure	Postage	$44.00	10421 STEVENESON RD, STEVENSON, MD 21153	∨	📝	☐
01/03/2012	KINGS LANDING WOMEN SERVICE CLUB	Expenditure	Other Expenses	$40.00	P.O. BOX 68024, BALTIMORE, MD 21215	∨	📝	☐
12/30/2011	US POSTMASTER	Expenditure	Postage	$88.00	10807 FALLS RD, BROOKLANDVILLE, MD 21022	∨	📝	☐
12/27/2011	MMP MEDICAL MARIJUANA PAC	Contribution	Transfer	$250.00	P.O. BOX 77492, WASHINGTON, DC 20013	∨	📝	☐
12/08/2011	PFIZER PAC	Contribution	Transfer	$75.00	235 EAST 42ND STREET, NEW YORK, NY 10017	∨	📝	☐
10/26/2011	FIRST COLONIES ANESTHESIA PAC	Contribution	Transfer	$500.00	3626 Ruffin Rd, San Diego, CA 92123	∨	📝	☐
10/31/2011	PAC For Metro Washington Chapter Of ABC	Contribution	Transfer	$250.00	Associated Builders & Contractors, 4061 Powder Mill Road, Suite 120, Calverton, MD 20705	∨	📝	☐
01/09/2012	NURSE PRACTITIONER ASSOC OF MD	Contribution	Check	$125.00	P.O. Box 540, Ellicott City, MD 21041-0540	∨	📝	☐
01/09/2012	American College Of Cardiology, Maryland Chapter PAC	Contribution	Transfer	$250.00	18101 Prince Philip Way, Olney, MD 20832	∨	📝	☐
01/09/2012	MEDCO HEALTH SOLUTIONS, INC	Contribution	Check	$300.00	100 PARSONS POND DRIVE, FRANKLIN LAKES, NJ 07417-2603	∨	📝	☐
01/09/2012	MICHAEL R STAFFLER	Contribution	Check	$100.00	44 BELLCHASE CT, BALTIMORE, MD 21208	∨	📝	☐
01/09/2012	ROSEMARY SCAVULLO FLICKINGER	Contribution	Check	$20.00	5713 RUSK AVE, BALTIMORE, MD 21215-4135	∨	📝	☐
01/09/2012	PRINCE GEORGES COUNTY LODGE 89, INC	Contribution	Check	$250.00	FRATERNAL ORDER OF POLICE, P.O. BOX 566, UPPER MARLEORO, MD 20773	∨	📝	☐

< Previous | [1] 2 3 4 5 ... Next > Displaying page 1 of 19, records 1 to 15 of 281 [ ] [Go to Page]

[Generate Loan Consent Form] [Generate Receipt] [Preview Filing] [File Affidavit (ALCE)] [File Closeout Report]

[File All to State] [Delete] [Delete All]

Public Disclosure (View Contributions):

Public Disclosure (View Committees):

State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER	PAGE
SOS201200	1

ADDRESS CORRESPONDENCE TO ATTENTION OF:

FRANK WHITTAKER
304-558-2316

VENDOR	SHIP TO
*717143330 860-242-3299 PCC TECHNOLOGY GROUP 2 BARNARD LANE BLOOMFIELD CT 06002	SECRETARY OF STATE BUILDING 1, ROOM 157K 1900 KANAWHA BOULEVARD, EAST CHARLESTON, WV 25305-0770 558-6000

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
12/29/2011				

BID OPENING DATE: 02/09/2012   BID OPENING TIME   01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		920-07	1	$260,000

CAMPAIGN FINANCE REPORTING SYSTEM

THE WEST VIRGINIA PURCHASING DIVISION, FOR THE WEST
VIRGINIA SECRETARY OF STATE'S OFFICE, IS SOLICITING
BIDS FOR A CAMPAIGN FINANCE REPORTING SYSTEM,
IMPLEMENTATION, TRAINING, AMD MAINTEMANCE PER THE
ATTACHED SPECIFICATIONS.

ALL TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO
FRANK WHITTAKER IN THE WV PURCHASING DIVISION VIA EMAIL
AT FRANK.M.WHITTAKER@WV.GOV OR VIA FAX AT 304-558-4115.
DEADLINE FOR ALL TECHNICAL QUESTIONS IS 01/17/2012 AT
4:00 PM. ALL TECHNICAL QUESTIONS WILL BE ADDRESSED BY
ADDENDUM AFTER THE DEADLINE.

EXHIBIT 3

LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON
.... AND EXTENDS FOR A PERIOD OF ONE (1)
YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS
NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE
ORIGINAL CONTRACT.   THE "REASONABLE TIME" PERIOD SHALL
NOT EXCEED TWELVE (12) MONTHS.   DURING THIS "REASONABLE
TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY
REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS
WRITTEN NOTICE.

UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE
IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND
PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE 860-680-5964	DATE 2/7/2012
TITLE EXECUTIVE V.P.	FEIN 06-1494044	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)

1. Awards will be made in the best interest of the State of West Virginia.

2. The State may accept or reject in part, or in whole, any bid.

3. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required $125 fee.

4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods this Purchase Order/Contract becomes void and of no effect after June 30.

5. Payment may only be made after the delivery and acceptance of goods or services.

6. Interest may be paid for late payment in accordance with the *West Virginia Code*.

7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.

8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.

10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.

11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.

12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.

13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at **www.state.wv.us/admin/purchase/vrc/hipaa.html** and is hereby made part of the agreement provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

14. **CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf.

15. **LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, and the West Virginia Insurance Commission. The vendor must provide all necessary releases to obtain information to enable the director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or Fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.

2. Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.

3. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.

4. All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130

5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).

State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER	PAGE
SOS201200	2

ADDRESS CORRESPONDENCE TO ATTENTION OF:

FRANK WHITTAKER
304-558-2316

```
*717143330        860-242-3299
PCC TECHNOLOGY GROUP
2 BARNARD LANE

BLOOMFIELD CT   06002
```

VENDOR

SECRETARY OF STATE

BUILDING 1, ROOM 157K
1900 KANAWHA BOULEVARD, EAST
CHARLESTON, WV
    25305-0770   558-6000

SHIP TO

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
12/29/2011				

BID OPENING DATE: 02/09/2012   BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT

CONTRACT.

RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL
WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR,
SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30)
DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL
BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE
ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE
(1) YEAR PERIODS.

CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE
RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN
NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES
SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM
TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.

OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY
AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN
MARKET, WITHOUT THE FILING OF A REQUISITION OR COST
ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR
IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN
CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANS-
PORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME
OF WORK.)

QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE
APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY
THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED
THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY
ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT,
WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.

BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES
FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE
CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE _Joe C_   TELEPHONE 860-680-5964   DATE 2/7/2012

TITLE EXECUTIVE V-P.   FEIN 06-1494044   ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

Request for Quotation

ADDRESS CORRESPONDENCE TO ATTENTION OF:

FRANK WHITTAKER
304-558-2316

VENDOR
*717143330   860-242-3299
PCC TECHNOLOGY GROUP
2 BARNARD LANE
BLOOMFIELD CT   06002

SHIP TO
SECRETARY OF STATE

BUILDING 1, ROOM 157K
1900 KANAWHA BOULEVARD, EAST
CHARLESTON, WV
   25305-0770   558-6000

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
12/29/2011				

| BID OPENING DATE: | 02/09/2012 | | BID OPENING TIME | 01:30PM |

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT

WITHOUT FURTHER ORDER.

THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT
SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND
CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED
DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES
AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY
ELECTRONIC MEDIUM SUCH AS CD-ROM.

REV. 05/26/2009

                    NOTICE

A SIGNED BID MUST BE SUBMITTED TO:

       DEPARTMENT OF ADMINISTRATION
       PURCHASING DIVISION
       BUILDING 15
       2019 WASHINGTON STREET, EAST
       CHARLESTON, WV 25305-0130

THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF
THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:

SEALED BID

BUYER: 44

RFQ. NO.:   SOS201200

BID OPENING DATE: 02/09/2012

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE _____   TELEPHONE 860-680-5964   DATE 2/7/2012

TITLE EXECUTIVE V.P.   FEIN 06-1494044   ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER	PAGE
SOS201200	4

ADDRESS CORRESPONDENCE TO ATTENTION OF:

FRANK WHITTAKER
304-558-2316

VENDOR	SHIP TO
*717143330 860-242-3299 PCC TECHNOLOGY GROUP 2 BARNARD LANE BLOOMFIELD CT 06002	SECRETARY OF STATE BUILDING 1, ROOM 157K 1900 KANAWHA BOULEVARD, EAST CHARLESTON, WV 25305-0770 558-6000

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
12/29/2011				

BID OPENING DATE:	02/09/2012	BID OPENING TIME	01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				BID OPENING TIME: 1:30 PM		
				PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: _____ 860-286-0459 _____		
				CONTACT PERSON (PLEASE PRINT CLEARLY): _____ JOE SINGH _____		
				****** THIS IS THE END OF RFQ SOS201200 ****** TOTAL:		$260,000

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE 860-680-5964	DATE 2/7/2012
TITLE EXECUTIVE V.P. FEIN 06-1494044	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

Rev. 09/08

State of West Virginia
VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

1.   **Application is made for 2.5% resident vendor preference for the reason checked:**
      ___ Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or,**
      ___ Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or,**
      ___ Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; **or,**

2.   **Application is made for 2.5% resident vendor preference for the reason checked:**
      ___ Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or,**

3.   **Application is made for 2.5% resident vendor preference for the reason checked:**
      ___ Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or,**

4.   **Application is made for 5% resident vendor preference for the reason checked:**
      ___ Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; **or,**

5.   **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
      ___ Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; **or,**

6.   **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
      ___ Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: *PCC TECHNOLOGY GROUP*   Signed: _____

Date: *2/7/2012*   Title: *EXECUTIVE V. P.*

Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

RFQ No. _SOS201200_

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owned is an amount greater than one thousand dollars in the aggregate

DEFINITIONS:
"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, Limited Liability Company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (*West Virginia Code §61-5-3*), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

WITNESS THE FOLLOWING SIGNATURE

Vendor's Name: _PCC Technology Group, LLC_

Authorized Signature: _Jerry Long_ Date: _FEB. 2, 2012_

State of _CONNECTICUT_

County of _HARTFORD_ , to-wit: **JERRY LONG**

Taken, subscribed, and sworn to before me this _2ND_ day of _FEB._ , 20_12_.

My Commission expires _FRANCES E. WIGGINS_ , 20___.
NOTARY PUBLIC
MY COMMISSION EXPIRES AUG. 31, 2014

AFFIX SEAL HERE NOTARY PUBLIC _Frances E. Wiggins_

Purchasing Affidavit (Revised 12/15/09)