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State of West Virginia
Secretary of State's Office
Cloud-Based Campaign Reporting System

Buyer: Mr. Guy Nisbet
Solicitation No.: SOS201209
Bid Opening Date: 1/31/2013
Bid Opening Time: 1:30 PM EST
Fax Number: 860.286.0459

Submitted by

PCC Technology Group
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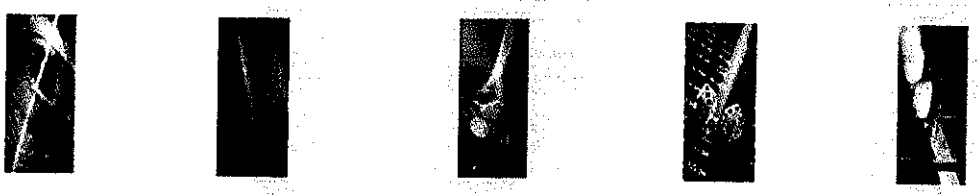

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Transmittal Letter

PCC TECHNOLOGY GROUP, LLC
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January 31, 2013

Mr. Guy Nisbet
Building 1, Room 157K
1900 Kanawha Boulevard, East
Charleston, WV 25305-0770

RE: Request for Solicitation (RFQ) SOS201209 – Cloud-Based Campaign Reporting System

Dear Mr. Nisbet:

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 is a leader in cloud based campaign finance solutions. PCC's cloud based campaign finance solution was recently implemented for the State of Maryland and Wayne County Michigan. We have also implemented similar Campaign Finance systems in the states of Connecticut, New Hampshire and Wisconsin.

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 cloud-based 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. PCC has partnered with Microsoft Corporation to develop and implement a secure private cloud-based offering of our solution using their robust Azure environment. 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 the WVSOS RFQ.

PCC's product is currently implemented in the States of Connecticut, New Hampshire, Wisconsin, Maryland and Wayne County, Michigan. In addition, we are currently engaged with the City of New York to provide Independent Expenditure reporting utilizing our existing expertise. 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, and product configuration 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.
- PCC's solution is the only known solution that is implemented in a cloud environment.
- 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 a cloud-based software as a service (SAAS) solution that are proven and have experience to support a large, complex implementation.

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 implementing a cloud-based 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				
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 Mandatory General Requirements

System must provide account creation and reporting of pre-candidates, candidate committees, political action committees, executive committees, and inaugural committees. NOTE: Line 5 on pricing list which references pricing for integration with ElectioNet EMS should not be provided in the cost.

The proposed solution's Committee Module allows filers to register their campaign finance entities electronically by entering the Statement of Organization information using easy to follow, step-by-step online data entry screens. Once the registration is approved by the Agency Administrator, the system provides a secure account to the committee users via their registered email addresses, and Committee filers can then enter and file 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.

PCC has comprehensive expertise in Electio*N*et. If required, PCC is prepared to provide any necessary integration with Electio*N*et.

System must provide for additional users (with username and password credentials) set up by and subservient to the primary account holder. These accounts must provide for specific roles for each user, but not limited to, data entry and read only.

The proposed PCC solution uses role-based authentication when configuring and assigning privileges to users. Users of the application are assigned to a particular user group for easy administration. Examples of user groups are Administrator, Accounting, Director, State Staff, Supervisor, Candidate, Treasurer, Data Entry User etc. PCC will work with WVSOS to establish appropriate user groups. Each user group can be assigned multiple profiles, which are a set of system permissions associated to a user group.

System must provide ability to generate username and password credentials and allow the user to change both the username and password on first login. The system-generated credentials must be encrypted using industry standard encryption and/or one-way hashing routines and automatically be sent to the email address on record for the candidate, candidate's committee, or other political committee as provided on the application submitted.

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.

System must provide the ability for each authorized user to change their password by responding to the question, "Forgot Password?", which then sends an email to the corresponding account with a link to a web page that allows for the change.

This is a standard feature of PCC's CFRS. If a password is forgotten, the user can retrieve their password from the homepage by using the "Forgot Password" link. This will send a new temporary password to their email address on file, which will again need to be changed upon next login in accordance with format and security rules. The system also maintains an audit trail of all the password change transactions. Users who have not forgotten their current password can also change it at any time by accessing their profile page while logged into the application.

The application should allow the user to perform work on multiple campaign accounts in a single sign-on session. The user would then select the particular campaign account with which he/she chooses to work. Distinction of each web page within an election-cycle report must be apparent. The user should have the ability to have multiple accounts open.

This is a standard feature of PCC's CFRS. Upon logging in to the system with their credentials, the system will present a user associated with multiple campaigns with a selection screen to identify the campaign account to which they wish to log in. Based on recommendations developed by PCC and multiple previous clients, 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. If West Virginia disagrees with this highly secure and error-proof approach to multi-account access, PCC will configure the system to allow a workflow acceptable to WVSOS.

System must adhere to West Virginia-specific laws, rules and forms, and be customizable to accommodate future law, rule and forms changes. (For specifics, refer to W.Va. State Code §§3-8-1, et. seq.)

One of the most robust attributes of the PCC solution is the ability for System Administrators to configure the filing calendars, compliance rules, forms and correspondence templates over time without the assistance of a vendor programmer. 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.
- Future changes can be easily accommodated by configuring backend database tables and rules engine.

System must allow each user to enter information for any/all election cycles to be stored but not submitted prior to or following a specific reporting period.

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.

System must restrict user to submit report during or after specific unique time periods as required by law and provided by the Secretary, and a final report or amended report at any time. Report totals and balances from a submitted report must 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.

If a user submits an amended report for any reporting period, the system must carry forward the amended balance to the subsequent reporting period. The system must notify the user of his/her responsibility to submit amended reports for any and all reporting periods for which information has changed due to the submission of an amended report. The system must restrict the user from submitting any new reports until all prior reports are amended as necessary.

For example: **The user files a P1, P2, P3 and G1 report. The user amends the P2 report. The amendment to P2 requires amendments to P3 and G1. The user must be restricted from submitting the G2 report until the user has submitted the required amendments to the P3 and G1 reports.**

This is a standard feature of PCC's CFRS. 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 effected report prior to submitting the amendment. This way it is impossible for a user to submit subsequent reports prior to fully reconciling previous amendments.

System must allow users to upload information on loans including, but not limited to, the source, initial amount, and payments toward the balance and other documents such as receipts. A scanned copy of the loan document must be uploaded to a queue for review by the Secretary of State's office prior to being stored and indexed with the account. For paper filings, the scanned copy will be provided by the Secretary of State's office.

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, as well as any institution or loan officer information as necessary. 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 authorization, closing or other documents and index them to the appropriate committee/filing. Any documents uploaded by external users are loaded in a queue with a pending status. An authorized Secretary of State user must review and accept all pending scanned documents.

System must allow users to submit a waiver during specified reporting periods.

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.

System must require specific information about donors based on contribution levels, prompt users to enter the information, and provides warning or error messages indicating data has not been entered in a required field.

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, Address 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 temporary transactions are stored prior to submitting the filing) where the system will allow transactions to be saved with certain deficiencies, but alert the filer of any compliance issues with red flag icons. Clicking on the icon will provide a full list of the issues that need to be rectified to bring the transaction into compliance, and at such time the flag icon will turn green.

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.

System must store contributor and expenditure recipient information to allow reuse of the same individual/company in future reporting – allowing users to indicate that this information has been used before.

For Example: **John Smith donates $250 to a campaign on 2/1/12 then donates another $500 on 3/1/12. The system should allow user to link the two contributions to provide an aggregate total.**

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

System must aggregate linked totals and provide appropriate warnings to the user when any one contributor exceeds $1,000.00 in contributions for any one Primary or General Election.

This is a standard feature of PCC's CFRS. Limits will be configured to meet the WV requirements. This is an example of the automatic compliance checks that were discussed above. In this instance, the user may be warned at the time of data entry that the rule is about to be broken, prior to them saving the record. This may help prevent compliance issues caused by "fat fingering" or errors in data entry. If the amount is correct, however, the user is obligated to save the transaction with the compliance error and a red flag will be shown on their "sandbox' screen. At that point the committee would have to process a "Return Contribution" to rectify the issue.

System 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, and will be provided by the Secretary.

All registration statements and campaign reports filed online are automatically stored as PDF and indexed against the submitting committee. Paper-based filings and other paper documents that are scanned using the built-in ScanNet module either individually or using bar-code labels for batch scanning are also indexed and stored automatically in TIFF or PDF format based on user preference. In addition, the application comes with a built-in document management module which allows the administrators to upload any form of backup, spreadsheets, photos or other documents in their native format for indexing against the appropriate committee. The Committee Information page provides a grid-style storage section that allows access to the full history of auto-generated, scanned or uploaded documentation for the committee, including links to open, print or share the document(s) by email.

System must provide a summary review of all entries for a single reporting period and allow for review and editing prior to final submission.

This is a standard functionality of PCC's CFRS. Filers have the ability to enter or upload data related to all the transactions specific to a single reporting period. 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. A filer has the ability to review and edit each transaction, delete draft transactions or add new transactions prior to a final submission. The sandbox also provides edit checks on the draft transactions to facilitate compliance. Prior to actually submitting the filing, the user can "Preview" the submission to review a fully formatted version of the Campaign Statement in PDF format prior to the official submission to the State.

System must have the ability to adapt the reporting and other parameters to Public Finance law: (W.Va. State Code §§3-12-1, *et. seq.*)

Different reporting periods for exploratory, qualifying and regular campaign periods,

Allow entry of contributors for exploratory and qualifying contributions and requires all information legally necessary; and

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 all different types of elections and campaign periods including Pre and Post Primary, Pre and Post General, Special Elections, Ballot Issues and any other WV-specific needs.
2. The system will prompt users to enter all legally required information for a contributor based upon the contributor and contribution types. Compliance verification will be performed on the two-tier compliance verification system as discussed earlier.
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 can be printed or emailed and are automatically indexed to the transaction/filing. Written receipts produced outside of the system can also be scanned and indexed to the appropriate filing/transaction.

System must provide functionality for candidates and committees to download a system-provided bulk data format for their personal campaign accounting that also provides the output format required for the ability to upload their data in bulk. NOTE: Samples with minimum required fields have been provided in Appendices D, E and F.

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 again.

PCC will customize the upload file to meet the specifications of the current WVSOS bulk upload format.

System must date/time stamp submitted reports and display the date/time stamp in the public view. See attached sample at Appendix G.

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.

System 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.

System must provide a tool for correspondence/messaging within the system between end users and system administrators.

This is a standard feature of PCC's CFRS. Correspondence and messaging between end users and system administrators is provided through various means including on-screen messaging, emails and form or letter generation using templates customizable by the system administrator. All history of correspondence generated for a user or committee is stored within the Committee Information Screen.

System must provide for account-creation for and reporting of independent expenditures and electioneering communications as defined in W.Va. State Code §§3-8-2, and 3-8-2b.

With our recent implementations in Maryland and New York City, PCC is proud to be one of the first providers of full-featured Independent Expenditure and Electioneering Communication registration and reporting in the nation. Our proposed solution includes any configuration required to meet W.Va. State Code §§3-8-2, and 3-8-2b.

System must be able to report against all historical election candidate data. The current in house developed software solution which the system will replace houses and presents data for candidates from previous elections and their campaign finance data. The system must house and display this data. Conversion of active accounts is required by the data the system is available to the public. Conversion of inactive account data must be completed at a time agreed upon by the purchaser and vendor.

PCC agrees to the above requirement. We have extensive experience in the conversion and migration of legacy data into the proposed CFRS solution.

Response to System/Software Technical Requirements

Source code, as modified to include agreed-upon enhancements, must be held in escrow.

PCC agrees to the above requirement.

System must target web platform standards using XHTML 1.0 or higher and Cascading Style Sheets 2 or higher; no browser-specific or platform-specific code (e.g. ms-office html tags, Microsoft Jscript code), except for CSS formatting, is to be used to support general delivery of web pages to users.

PCC agrees to the above requirement.

System must be interfaced by web-browser. Sensitive data (authentication credentials, personally-identifiable information, etc.) must never be captured outside of a TLS-encrypted session; application server shall target Windows 2008 R2 or higher.

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. Additionally, person-identifiable information is stored in encrypted columns in the database.

System must stay current on service packs and hot fixes.

The proposed environment is frequently tested on the new windows updates, service packs and hot fixes. Once tested and certified, the updates are applied to the production environment.

Database query parameters cannot be passed using string concatenation. All arguments must be passed using explicit database parameters. All temporary database connections must be disposed of at the end of scope.

This is a standard feature of the proposed solution.

Database must adhere to First, Second, and Third Normal forms, utilizing keys, indexes, and constraints to ensure data quality

PCC's CFRS data model was designed utilizing strict Extended Relational Analysis™ that conforms to the third normal form. All appropriate indexes and constraints are in place to facilitate referential integrity and query performance optimization.

Data must be securely written to and from a SQL 2012 database.

The proposed solution utilizes SQL Server 2012 Database (SQL Azure) that complies with the above requirement.

A copy of all data in the system database must be replicated to a designated WVSOS server. Replication must be in real time during scheduled reporting periods.

PCC's proposed solution supports local replication. Most recently, PCC has implemented this option in Wayne County, Michigan. Based on best practices, the nature of CFRS-type applications, frequency of data changes, and optimum performance and cost-effectiveness concerns, PCC proposes a scheduled batch replication. PCC will work with WV to implement the best suited schedule and interval of local replication.

System must provide, at a minimum, redundancy and replication with system access to two off-site locations as part of the cloud-based inheritancy for maximum accessibility.

PCC's cloud based solution utilizes Microsoft Azure platform that meets the above requirement.

System must provide a public interface that conforms to standard WVSOS website design aesthetics (screenshot attached as Appendix A).

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.

Vendor must provide a database data dictionary in electronic format and provide updates as modifications are made to the system.

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.

Vendor must provide a development and test environment for enhancements and "fixes" to be fully tested before placed in production. All enhancements and "fixes" must receive formal acceptance from the Secretary before being placed in production.

In addition to a cloud based production environment, PCC has also included an instance for testing and training to support this deployment. To provide the best value to WV, a shared development environment is included at no additional costs.

Response to Report-Generating Requirements

The Vendor must provide the ability for the WVSOS System Administrator to produce the following:

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 ad-hoc selection criteria

This is a standard feature of PCC's CFRS Correspondence Module. The system allows agency administrative users to generate mailing labels for filers along with the appropriate correspondence templates 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.

User-provided data must be available for download in the following formats: XML, HTML, Excel, 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 must provide 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.

In addition to the reports detailed above the system must provide an ad-hoc reporting tool of any/all data for back-office use.

In addition to compliance with SQL Server Reporting Services, the proposed solution includes a no-cost, built-in, web-based ad-hoc query tool to create custom reports by querying various pre-defined database views. The report generation tool provides an easy to use designer for end-users to create custom reports and queries. The results are displayed in a smart grid that supports several features such as group-by, drill-down, sorting and filtering. The data in the results grid can be exported to different file formats (XML, PDF, Excel, HTML, CSV, etc.). Ad-hoc reports can be saved and assigned to a single user or a group of users for re-use.

Response to Platform Requirements

The cloud provider must be ISO 27001, SSAE16, and ISAE 3402 certified.

The proposed Microsoft Azure platform conforms to the above requirements.

Access Control must be role/user based.

This is a standard feature of the proposed solution. The proposed PCC solution uses role-based authentication when configuring and assigning privileges to users. Users of the application are assigned to a particular user group for easy administration. Each user group can be assigned multiple profiles, which are a set of system permissions associated to a user group.

Every transaction in the system must have an audit trail. Audit information must be provided to WVSOS in on-demand reports. Audit information should include, but is not limited to, the record of any activity in a specific account, the user who conducted the activity, and the date and time the activity was conducted.

A detailed audit trail of all the transactions is maintained in the database. Each transaction is tracked by transaction ID, transaction type, transaction change type (new, update and delete), date and time received, date and time processed, filing number, user id and committee id (if required). The system admin has reporting capabilities to run the audit trail reports.

Personal user data including password and Social Security Numbers, must be encrypted in the database and not available for public display.

This is a standard feature of the proposed solution.

The Secretary's software solution instance must be isolated from others utilizing the same cloud.

This is a standard implementation policy. All PCC deployments run on separate and isolated web, application and database instances.

Vendor must provide the number of locations to which the application is replicated for purposes of Business Continuity and Disaster Recovery.

Microsoft Azure Database and Storage are triple-redundant across multiple fault-domains within a single datacenter, and then all three copies are replicated to a geographically separate location.

Vendor must guarantee system up-time of 99.9% and SLA must include a formula for refund of costs if up-time requirements are not met.

The proposed solution utilizes highly available Windows Azure platform. Microsoft Azure guarantees 99.9% SLA.

Windows Azure SLA Credits are calculated as a percentage of the bill for that service in the month the SLA was missed and then applied to the next month's bill. Details are as below:

- Compute connectivity: 10% credit if we fall below 99.9%, 25% credit if we fall below 99%.

- Storage: 10% credit if we fall below 99.9%, 25% credit if we fall below 99%.

At the end of the contract and any agreed-upon option years, all data must be transferred to WVSOS within thirty (30) days and upon confirmation of successful receipt by the Secretary, immediately removed from vendor's platform.

PCC agrees to the above requirement.

Response to Other Requirements

System must provide online Help in the form of Frequently Asked Questions and answers 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.

Must 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 at the Agency's Charleston, WV Office or by electronic means (vendor's response must indicate method of training).

PCC agrees to the above requirement.

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 and provided in electronic format with rights to copy.

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.

Vendor must provide on-call telephone support to the WVSOS during business hours (8:30 a.m. – 5:00 p.m.) Monday – Friday. The need for extended hours on the last of a filing period may be required dependent on the functionality of the system at that time.

PCC agrees to the above requirement. PCC will work with WVSOS at the beginning of each calendar year to identify filing days when the extended support is required. The help-desk resources will be staffed appropriately to handle after hour calls.

PCC's standard phone support hours are Monday to Friday, 8a to 5p EST.

Vendor must provide sample Licensing Agreement. The Secretary prefers it be provided with the bid. If it is not provided with the bid, it should be provided within 2 business days upon request.

PCC's license agreement is available for review within 2 business days upon request.

Vendor must provide for the ability to add sub-licensees and indicate any increased cost for monthly maintenance in the appropriate line item on the pricing page.

PCC has included additional (optional) pricing for support and licensing to allow counties and/or municipalities to be sub-licensees.

Vendor will have 180 calendar days from notice to proceed to perform implementation including the conversion of data and electronic copies of paper files for all active accounts. Vendor will have 270 calendar days from notice to proceed to complete the conversion of all data and electronic copies of paper files for all inactive accounts. Maintenance shall be added upon successful implementation and acceptance of the system by the Agency. Acceptance shall be defined as a written or electronic communication from an individual within the Agency authorized to perform such duty, indicating the system has been fully tested by the Agency and functions as required.

PCC agrees to the above requirement. Based on the high compliance with the WVSOS requirements, PCC has proposed a 120-day implementation schedule.

PCC also agrees to conversion of data and electronic copies of paper files for all active accounts during the 120-implementation schedule. PCC also agrees to convert the remaining data and paper files for all inactive accounts within 270 days of notice to proceed.

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

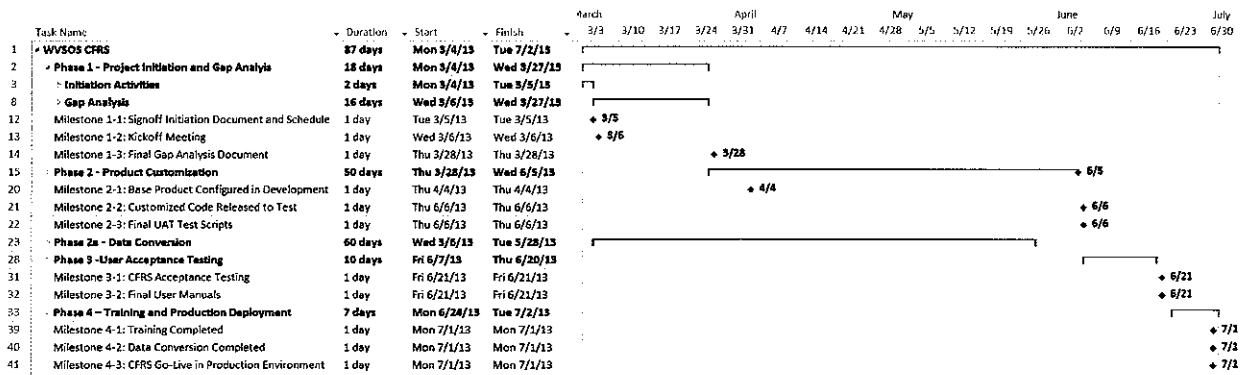
Phase 4 – Training and Production Deployment

Phase 5 – Warranty Period and Transition to Maintenance and Support

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

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
1	**WVSOS CFRS**	**87 days**	**Mon 3/4/13**	**Tue 7/2/13**
2	**Phase 1 - Project Initiation and Gap Analyis**	**18 days**	**Mon 3/4/13**	**Wed 3/27/13**
3	**Initiation Activities**	**2 days**	**Mon 3/4/13**	**Tue 3/5/13**
8	**Gap Analysis**	**16 days**	**Wed 3/6/13**	**Wed 3/27/13**
12	Milestone 1-1: Signoff Initiation Document and Schedule	1 day	Tue 3/5/13	Tue 3/5/13
13	Milestone 1-2: Kickoff Meeting	1 day	Wed 3/6/13	Wed 3/6/13
14	Milestone 1-3: Final Gap Analysis Document	1 day	Thu 3/28/13	Thu 3/28/13
15	**Phase 2 - Product Customization**	**50 days**	**Thu 3/28/13**	**Wed 6/5/13**
20	Milestone 2-1: Base Product Configured in Development	1 day	Thu 4/4/13	Thu 4/4/13
21	Milestone 2-2: Customized Code Released to Test	1 day	Thu 6/6/13	Thu 6/6/13
22	Milestone 2-3: Final UAT Test Scripts	1 day	Thu 6/6/13	Thu 6/6/13
23	**Phase 2a - Data Conversion**	**60 days**	**Wed 3/6/13**	**Tue 5/28/13**
28	**Phase 3 -User Acceptance Testing**	**10 days**	**Fri 6/7/13**	**Thu 6/20/13**
31	Milestone 3-1: CFRS Acceptance Testing	1 day	Fri 6/21/13	Fri 6/21/13
32	Milestone 3-2: Final User Manuals	1 day	Fri 6/21/13	Fri 6/21/13
33	**Phase 4 – Training and Production Deployment**	**7 days**	**Mon 6/24/13**	**Tue 7/2/13**
39	Milestone 4-1: Training Completed	1 day	Mon 7/1/13	Mon 7/1/13
40	Milestone 4-2: Data Conversion Completed	1 day	Mon 7/1/13	Mon 7/1/13
41	Milestone 4-3: CFRS Go-Live in Production Environment	1 day	Mon 7/1/13	Mon 7/1/13

*Note: Fully expanded plan available upon request.

All screens must be able to be modified to present any additional information as required by the Agency or law changes, i.e., Code citations, detailed instructions, disclaimers.

This is a standard approach to all PCC deployments. During the gap analysis session, screen changes to meet WVSOS laws and requirements will be identified. The proposed solution will be configured to meet these requirements.

References

Organization Name	Contact	Duration	Services Provided
State of Maryland SBE	Information available upon request.	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	Information available upon request.	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	Information available upon request.	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

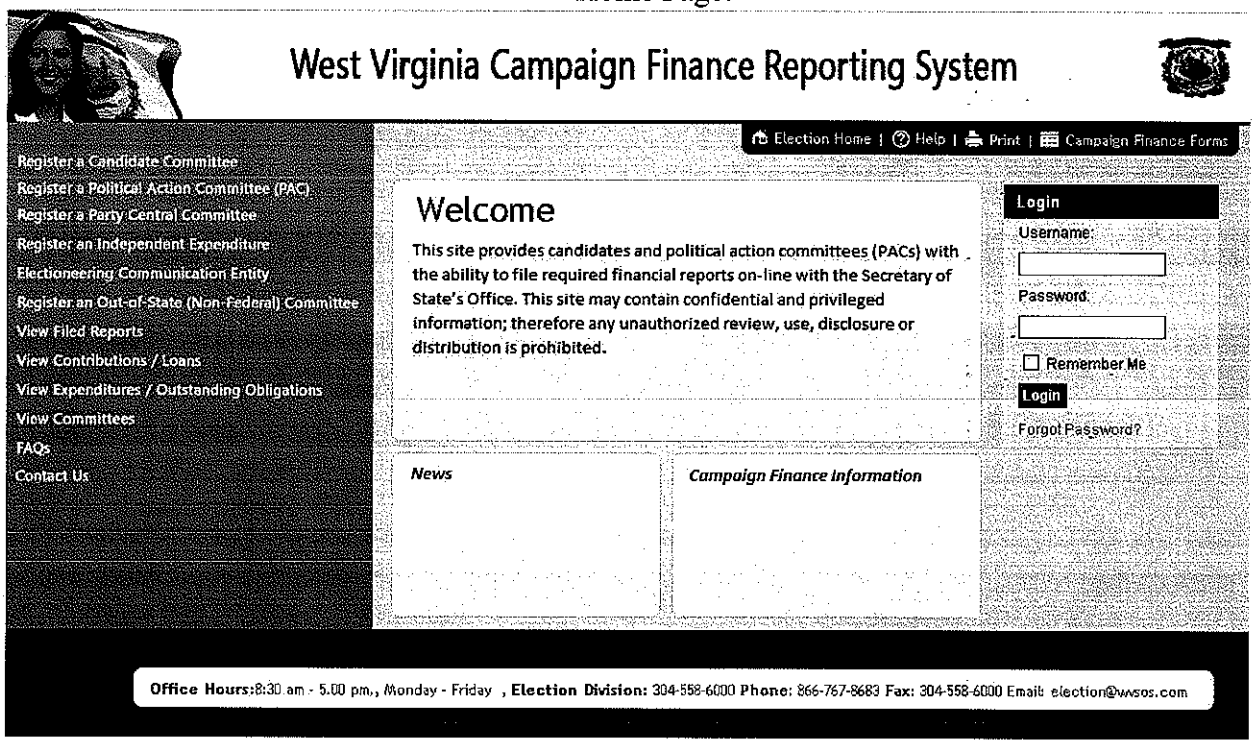
Pricing Page (Do not alter Pricing Sheet descriptions)				
	A.	**B.**	**C.**	**D.**
	Module/Service	**Unit Price**	**Number of Units**	**Extended Cost**
1.	Statewide License	n/c	1	n/c
2.	Pre-implementation customization	$ n/c	1	$ n/c
3.	Hourly rate for additional customization services post-implementation	$92	40 hours	$3,680
4.	Cloud Hosting Charges Monthly	$1,200	12/months	$14,400
5.	Data conversion and Paper File conversion for active accounts per candidate record	$2	5015	$10,030
6.	Data conversion and Paper File conversion for inactive accounts per candidate record	$2	325	$650
7.	Implementation costs: onsite design requirement session; onsite deployment; onsite train-the-trainer sessions; offsite train-the-trainer sessions	$7,360	1	$7,360
8.	Per-month charges (First 36 months)	$4,600	36/months	$165,600
9.	Per-month charges (Renewal Year 1)	$4,000	12/months	$48,000
10.	Per-month charges (Renewal Year 2)	$4,000	12/months	$48,000
11.	Per-month charges (Renewal Year 3)	$4,000	12/months	$48,000
12.	Additional monthly charges for a sub-licensee per 3.1.5.8:	$180	5	$900
	TOTAL			$346,620

Attachments

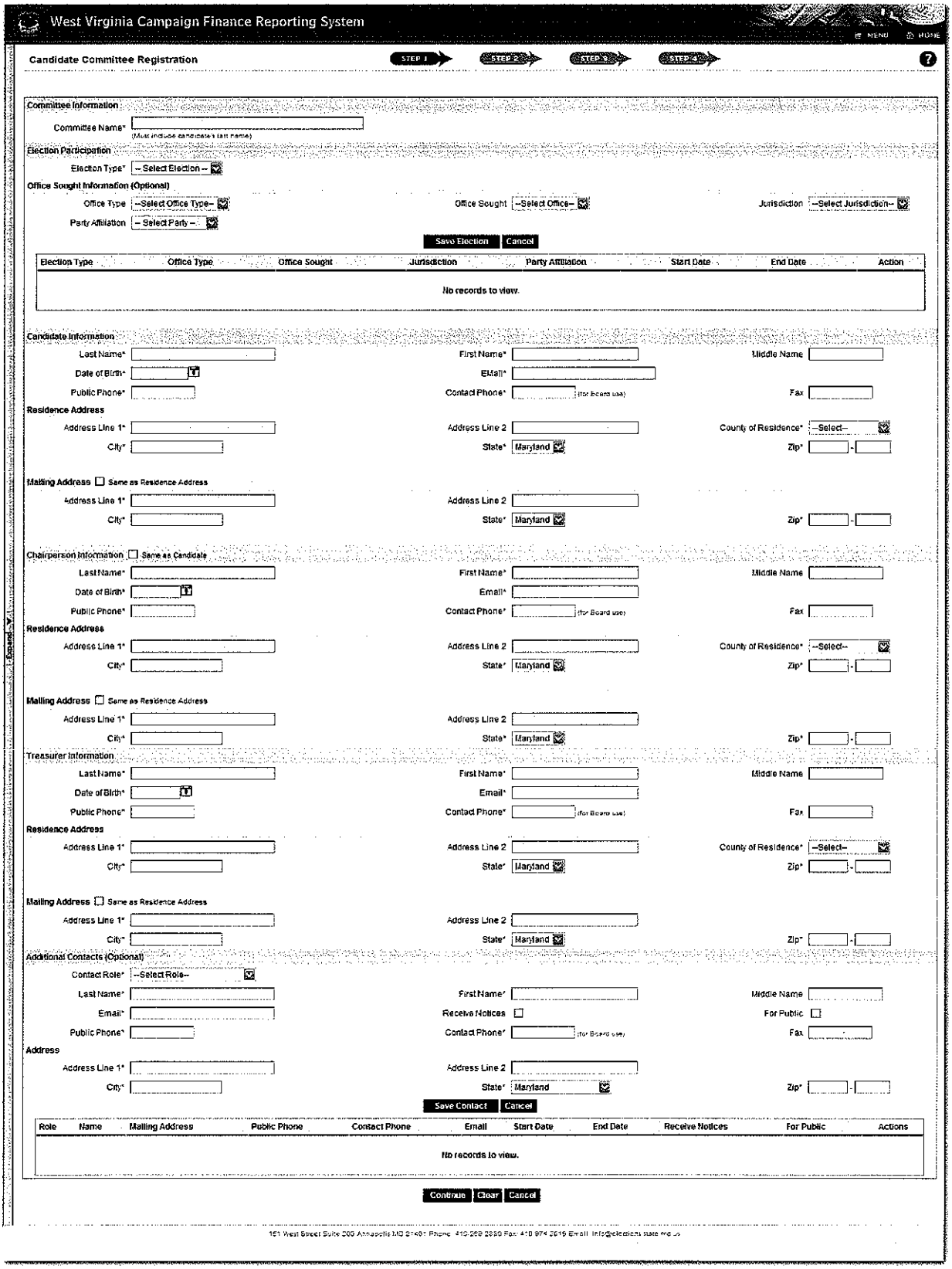
- Sample Screens
- Signed Bid Form
- Addendum Acknowledgement Form
- Certification and Signature Page
- Purchasing Affidavit
- Vendor Preference Certificate

Sample Screens

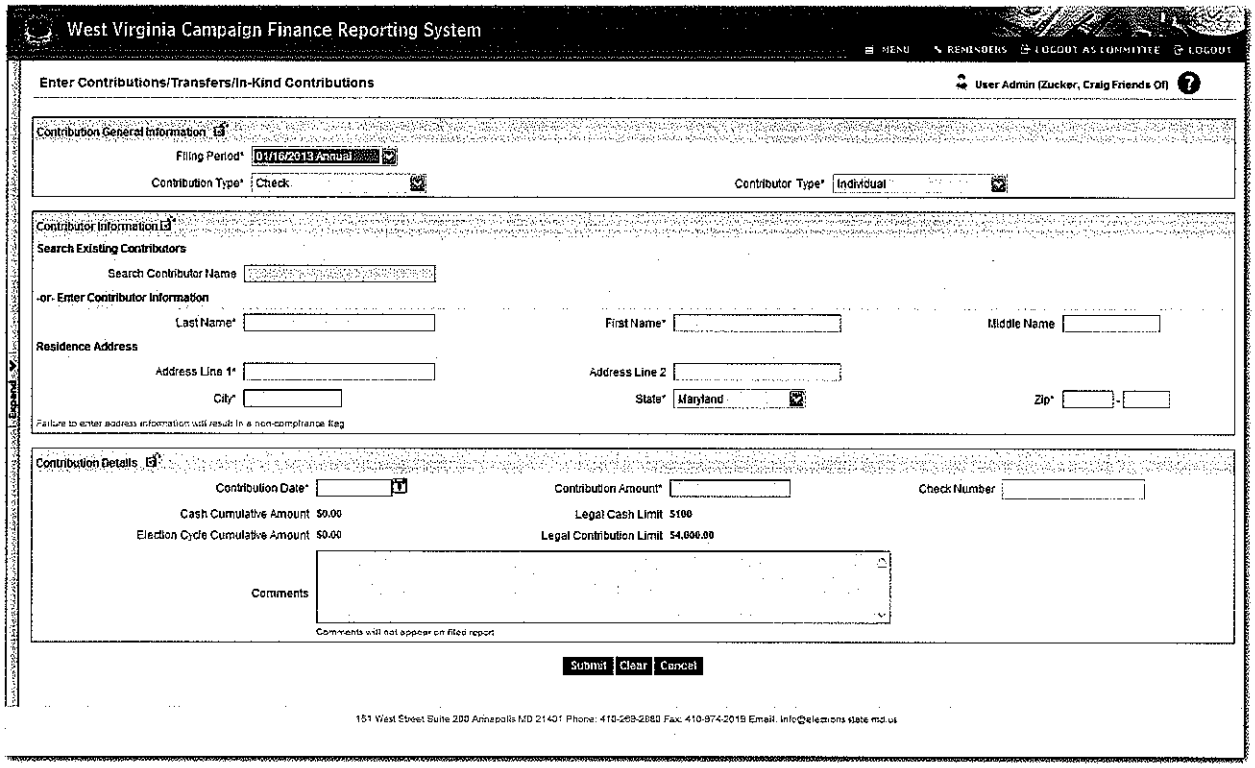
Home Page:



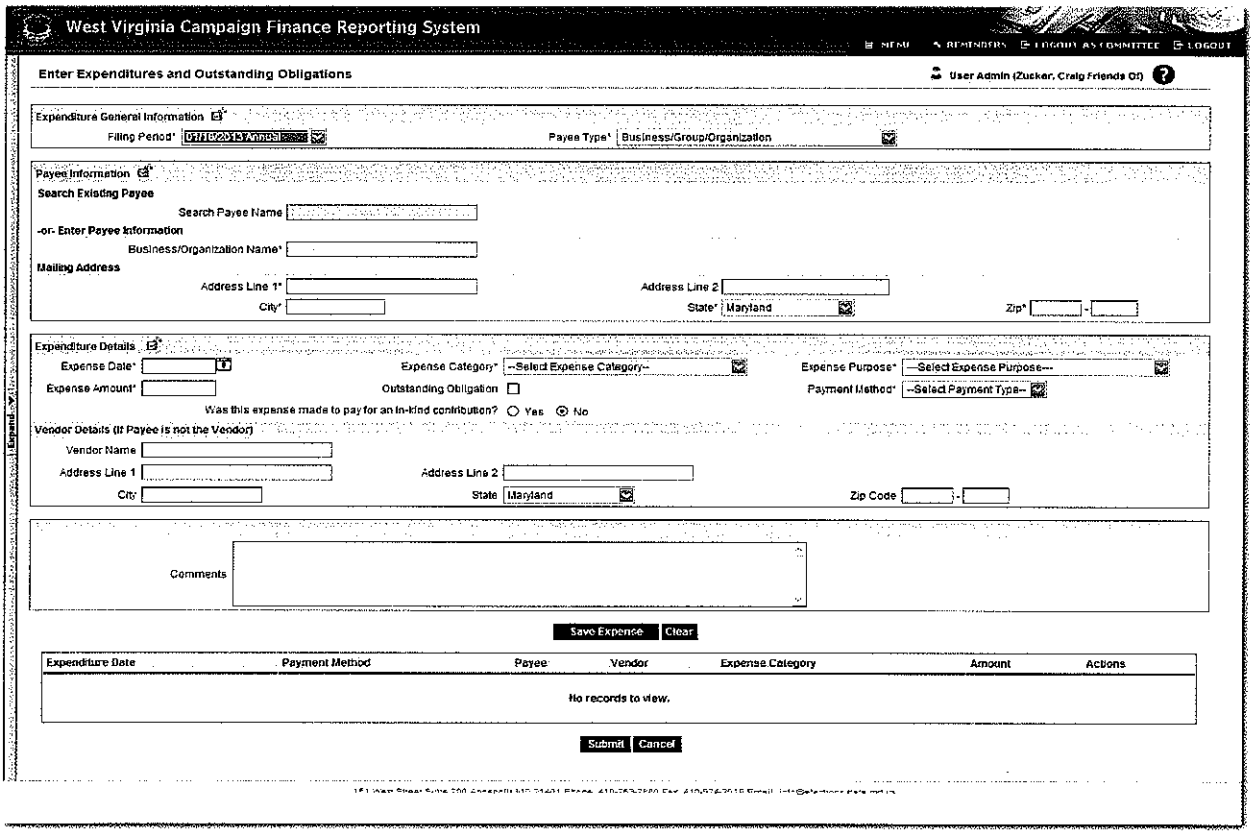
Candidate Registration:



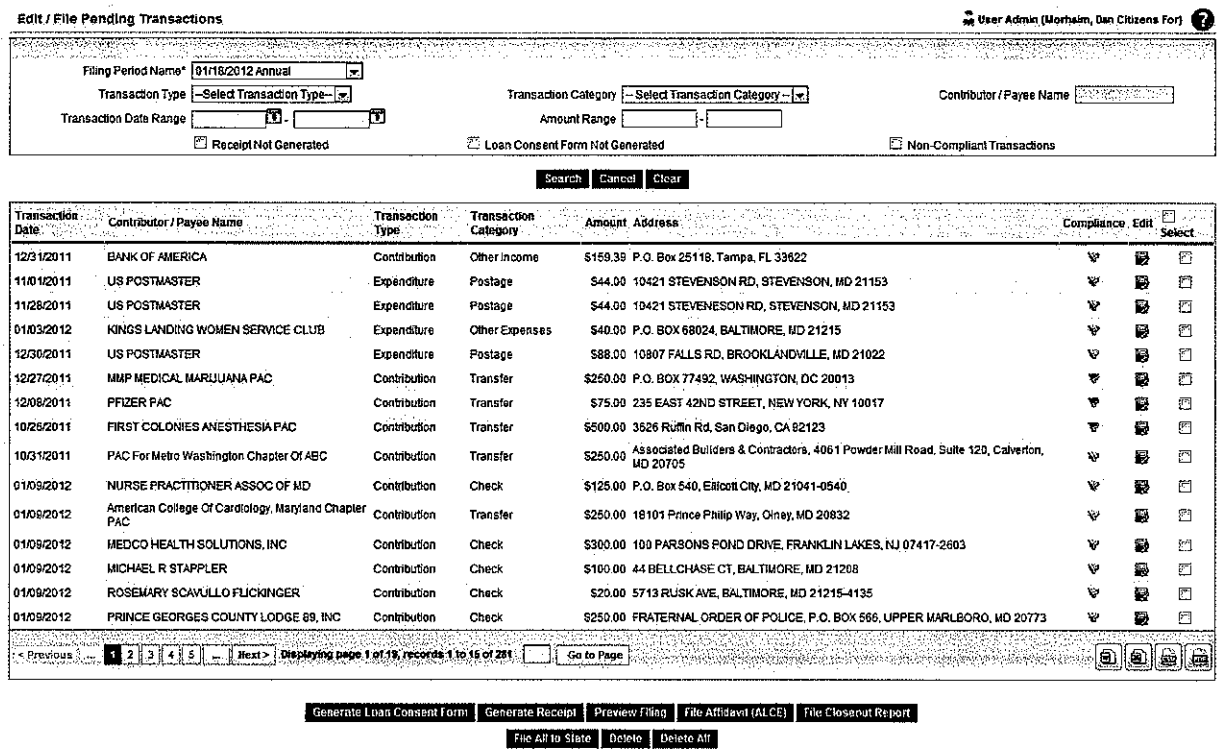
Contribution Entry:



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

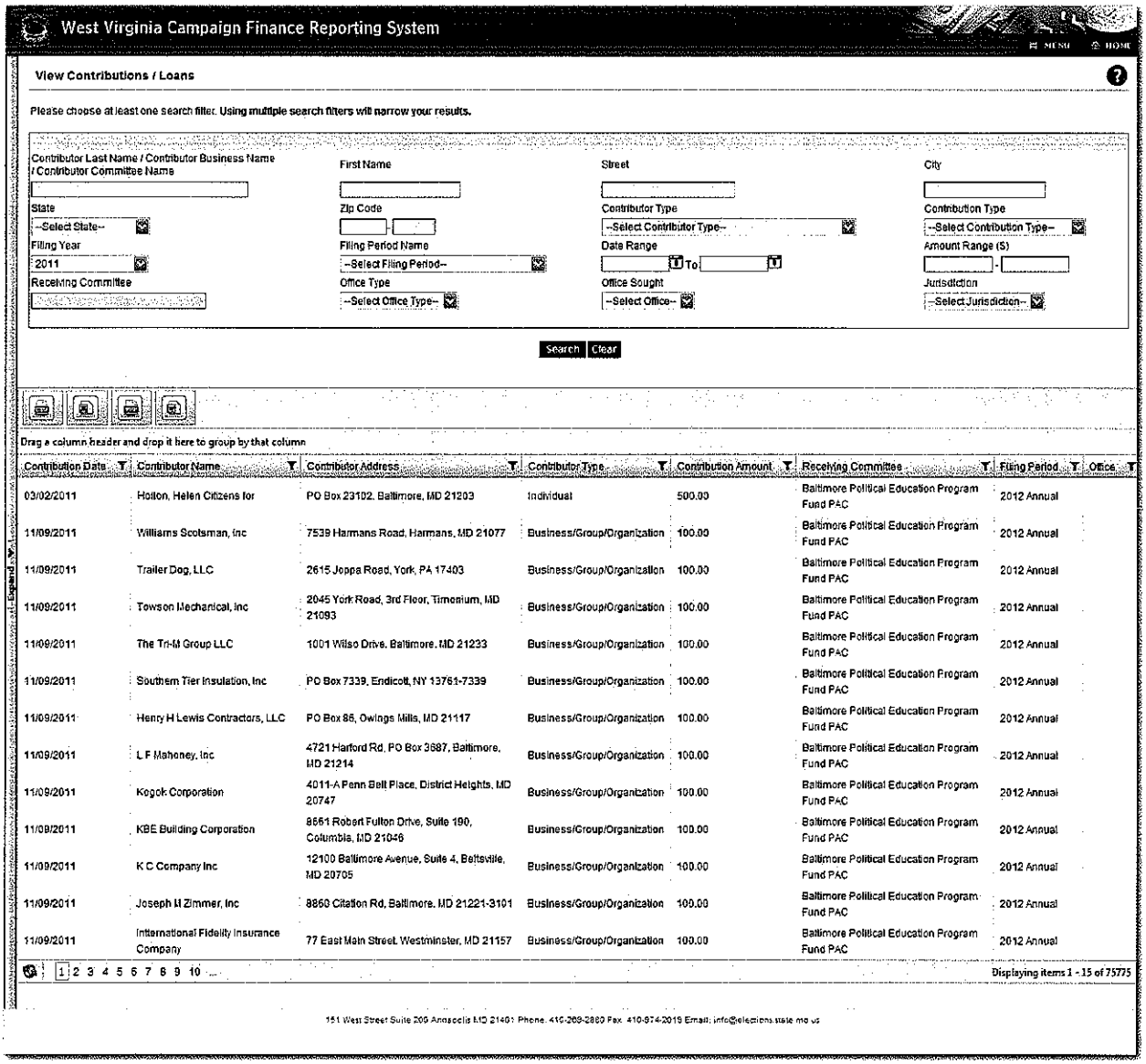
Transaction Date	Contributor / Payee Name	Transaction Type	Transaction Category	Amount	Address	Compliance	Edit	Select
12/31/2011	BANK OF AMERICA	Contribution	Other Income	$159.39	P.O. Box 25118, Tampa, FL 33622			
11/01/2011	US POSTMASTER	Expenditure	Postage	$44.00	10421 STEVENSON RD, STEVENSON, MD 21153			
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	16101 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 STAPPLER	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 MARLBORO, 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):



West Virginia Campaign Finance Reporting System

MENU HOME

View Contributions / Loans

Please choose at least one search filter. Using multiple search filters will narrow your results.

Contributor Last Name / Contributor Business Name / Contributor Committee Name | First Name | Street | City

State: --Select State-- | Zip Code | Contributor Type: --Select Contributor Type-- | Contribution Type: --Select Contribution Type--

Filing Year: 2011 | Filing Period Name: --Select Filing Period-- | Date Range | Amount Range ($)

Receiving Committee | Office Type: --Select Office Type-- | Office Sought: --Select Office-- | Jurisdiction: --Select Jurisdiction--

Search Clear

Drag a column header and drop it here to group by that column

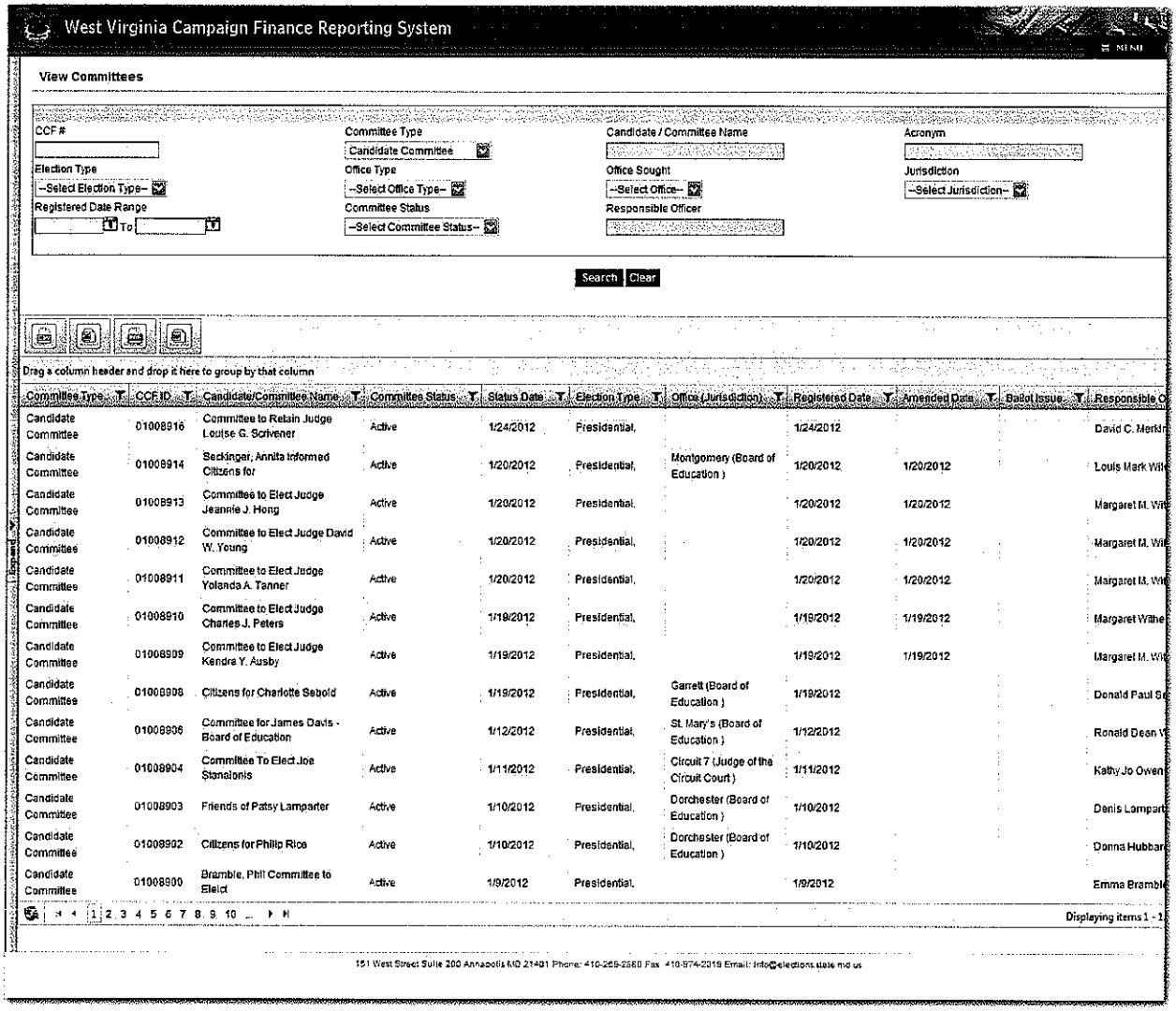
Contribution Date	Contributor Name	Contributor Address	Contributor Type	Contribution Amount	Receiving Committee	Filing Period	Office
03/02/2011	Holton, Helen Citizens for	PO Box 23102, Baltimore, MD 21203	Individual	500.00	Baltimore Political Education Program Fund PAC	2012 Annual	
11/09/2011	Williams Scotsman, Inc	7539 Harmans Road, Harmans, MD 21077	Business/Group/Organization	100.00	Baltimore Political Education Program Fund PAC	2012 Annual	
11/09/2011	Trailer Dog, LLC	2615 Joppa Road, York, PA 17403	Business/Group/Organization	100.00	Baltimore Political Education Program Fund PAC	2012 Annual	
11/09/2011	Towson Mechanical, Inc	2045 York Road, 3rd Floor, Timonium, MD 21093	Business/Group/Organization	100.00	Baltimore Political Education Program Fund PAC	2012 Annual	
11/09/2011	The Tri-M Group LLC	1001 Wilso Drive, Baltimore, MD 21233	Business/Group/Organization	100.00	Baltimore Political Education Program Fund PAC	2012 Annual	
11/09/2011	Southern Tier Insulation, Inc	PO Box 7339, Endicott, NY 13761-7339	Business/Group/Organization	100.00	Baltimore Political Education Program Fund PAC	2012 Annual	
11/09/2011	Henry H Lewis Contractors, LLC	PO Box 86, Owings Mills, MD 21117	Business/Group/Organization	100.00	Baltimore Political Education Program Fund PAC	2012 Annual	
11/09/2011	L F Mahoney, Inc	4721 Harford Rd, PO Box 3687, Baltimore, MD 21214	Business/Group/Organization	100.00	Baltimore Political Education Program Fund PAC	2012 Annual	
11/09/2011	Kogok Corporation	4011-A Penn Belt Place, District Heights, MD 20747	Business/Group/Organization	100.00	Baltimore Political Education Program Fund PAC	2012 Annual	
11/09/2011	KBE Building Corporation	8661 Robert Fulton Drive, Suite 190, Columbia, MD 21046	Business/Group/Organization	100.00	Baltimore Political Education Program Fund PAC	2012 Annual	
11/09/2011	K C Company Inc	12100 Baltimore Avenue, Suite 4, Beltsville, MD 20705	Business/Group/Organization	100.00	Baltimore Political Education Program Fund PAC	2012 Annual	
11/09/2011	Joseph M Zimmer, Inc	8860 Citation Rd, Baltimore, MD 21221-3101	Business/Group/Organization	100.00	Baltimore Political Education Program Fund PAC	2012 Annual	
11/09/2011	International Fidelity Insurance Company	77 East Main Street, Westminster, MD 21157	Business/Group/Organization	100.00	Baltimore Political Education Program Fund PAC	2012 Annual	

1 2 3 4 5 6 7 8 9 10 ...

Displaying items 1 - 15 of 75775

151 West Street Suite 209 Annapolis MD 21401 Phone: 410-269-2860 Fax: 410-974-2019 Email: info@elections.state.md.us

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

Solicitation

NUMBER	PAGE
SOS201209	1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
GUY NISBET
304-558-8802

VENDOR
RFQ COPY
TYPE NAME/ADDRESS HERE

SHIP TO
SECRETARY OF STATE
BUILDING 1, ROOM 157K
1900 KANAWHA BOULEVARD, EAST
CHARLESTON, WV
25305-0770 558-6000

DATE PRINTED: 12/06/2012
BID OPENING DATE: ~~01/17/2013~~ BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		205-62	$346,620	$346,620

CLOUD BASE CAMPAIGN REPORTING SYSTEM

REQUEST FOR SOLICITATION
(RFQ)

THE AGENCY THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY THE WEST VIRGINIA SECRETARY OF STATE IS SOLICITING BIDS FOR AN OPEN-END CONTRACT FOR A CLOUD BASED SOFTWARE AS-A-SERVICE SOLUTION FOR THE MANAGEMENT OF CAMPAIGN FINANCE REPORTING PER THE ATTACHED.

****** THIS IS THE END OF RFQ SOS201209 ****** TOTAL: $346,620

SIGNATURE [signature] TELEPHONE 860-680-5964 DATE 1/28/2013

TITLE EXECUTIVE VICE PRES FEIN 06-1494044 ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO SOLICITATION, 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

Solicitation

NUMBER	PAGE
SOS201209	1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
GUY NISBET
304-558-8802

VENDOR
RFQ COPY
TYPE NAME/ADDRESS HERE

SHIP TO
SECRETARY OF STATE

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

DATE PRINTED: 01/03/2013

BID OPENING DATE: 01/31/2013 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO.1		
				ADDENDUM FOR THE WEST VIRGINIA SECRETARY OF STATE, RFQ FOR CLOUD BASED SOFTWARE ISSUED TO DISTRIBUTE THE ATTACHED INFORMATION TO THE VENDOR COMMUNITY.		
				1. VENDOR SUBMITTED QUESTIONS AND AGENCY ANSWERS. 2. RESUBMITTED REVISED SPECIFICATIONS. 3. 2ND OPPORTUNITY FOR VENDORS TO SUBMIT QUESTIONS ON REVISIONS UNTIL: 01/08/2013 AT 2:00 PM. EST. 4. BID OPENING DATE CHANGED FROM: 01/17/2013 AT 1:30 PM TO: 01/31/2013 AT 1:30 PM		
				PLEASE REVIEW ATTACHMENTS CLOSELY.		
				NO OTHER CHANGES.		
0001	1	LS		205-62 CLOUD BASE CAMPAIGN REPORTING SYSTEM	$346,620	$346,620
				****** THIS IS THE END OF RFQ SOS201209 ****** TOTAL:		$346,620

SIGNATURE: Lee C
TELEPHONE: 860-680-5964
DATE: 1/28/2013
TITLE: EXECUTIVE VICE PRES.
FEIN: 06-1494044
ADDRESS CHANGES TO BE NOTED ABOVE

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

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: SOS201209

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:
(Check the box next to each addendum received)

[X]	Addendum No. 1	[ ]	Addendum No. 6
[ ]	Addendum No. 2	[ ]	Addendum No. 7
[ ]	Addendum No. 3	[ ]	Addendum No. 8
[ ]	Addendum No. 4	[ ]	Addendum No. 9
[ ]	Addendum No. 5	[ ]	Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

PCC TECHNOLOGY GROUP, LLC
Company

Authorized Signature

1/28/2013
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.
Revised 6/8/2012

CERTIFICATION AND SIGNATURE PAGE

By signing below, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid or proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

PCC TECHNOLOGY GROUP, LLC
(Company)

(Authorized Signature)

JOE SINGH, EXECUTIVE VICE PRESIDENT
(Representative Name, Title)

860-680-5964 860-286-0459
(Phone Number) (Fax Number)

1/28/2013
(Date)

RFQ No. SOS201209

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 owed 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: _____ Date: 1/28/2013

State of CONNECTICUT

County of HARTFORD, to-wit.

Taken, subscribed, and sworn to before me this 28th day of JANUARY, 2013.

My Commission expires July 31st, 2017.

AFFIX SEAL HERE

NOTARY PUBLIC Patricia Carnaggio

Rev. 07/12

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.

7. **Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with *West Virginia Code* §5A-3-59 and *West Virginia Code of State Rules*.**
✓ Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

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, LLC Signed: Joe C

Date: 1/28/2013 Title: EXECUTIVE VICE PRESIDENT