



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  
**DPS0810**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
**JOHN ABBOTT**  
**304-558-2544**

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

**WEST VIRGINIA STATE POLICE**  
  
**4124 KANAWHA TURNPIKE**  
**SOUTH CHARLESTON, WV**  
**25309 304-746-2141**

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
11/15/2007				

BID OPENING DATE: **12/06/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM #01						
THIS ADDENDUM IS ISSUED TO ANSWER VENDOR QUESTIONS, EXTEND THE BID OPENING DATE FROM 11/28/2007 TO 12/06/2007; 1:30 PM, AND ADD EXHIBIT 10 (ADDENDUM ACKNOWLEDGEMENT).						
NEW BID OPENING DATE: 12/06/2007; 1:30 PM						
0001	1	LS		205-41		
DIGITAL IMAGING & ELECTRONIC DOCUMENT SYSTEM						
EXHIBIT 10						
REQUISITION NO.: .....						
ADDENDUM ACKNOWLEDGEMENT						
I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	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. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, 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.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this Contract may be deemed null and void, and terminated without further order.
14. **HIPAA Business Associate Addendum -** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

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**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** 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. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** 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.

**SIGNED BID TO:**

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



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 SOUTH CHARLESTON, WV  
 25309 304-746-2141

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
11/15/2007				

BID OPENING DATE: **12/06/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO.'S:						
NO. 1 .....						
NO. 2 .....						
NO. 3 .....						
NO. 4 .....						
NO. 5 .....						
I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.						
VENDOR MUST CLEARLY 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.						
..... SIGNATURE						
..... COMPANY						
..... DATE						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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



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**3**

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
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**RFQ COPY**  
**TYPE NAME/ADDRESS HERE**

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**WEST VIRGINIA STATE POLICE**  
  
**4124 KANAWHA TURNPIKE**  
**SOUTH CHARLESTON, WV**  
**25309 304-746-2141**

DATE PRINTED <b>11/15/2007</b>	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **12/06/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFQ DPS0810 ***** TOTAL: _____						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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**ECP Questions**

Q1) Question 1.3, can you please clarify what “deal with” means as it relates to working with anti-forgery mechanisms. Does this mean the system it must have similar capability or that it must integrate with mechanisms?

A: Your solution must have similar Anti-forgery mechanisms. Tell us what they are.

Q2) Question 3.11, for what kinds of actions within the system would you envision using a command line interface?

A: Usually a Command Line interface is used for system functions or maintenance.

Q3) Question 1.20, Question 1.21, & Question 4.10, for the OCR requirements listed, what is the approximate number of documents that would be scanned using this technology, what are the types of documents to be scanned, what are the average number of fields per document type to be OCR'd. These figures are important to us in order to be able to develop accurate pricing for this technology.

A: Looking at the attachments provided will show you the documents that we are interested in OCR scanning. Total scanned documents are around 7 million per year.

Q4) We would like to request original copies of the documents to be OCR'd.

A: WVSP will provide originals of forms as per WV Purchasing's direction to vendors upon request.

Q5) Question 3.1, WVSP discusses encrypted communications. Does the WVSP use a tool today on the LAN / WAN to encrypt all communications? If so, what is it?

A: The WVSP uses many different methods to encrypt communications; there is no one tool that is used. It will depend on your application and how it works on what is best for it.

Q6) Question 3.14, how does WVSP anticipate utilizing the ability to capture the actual keystrokes and parameters used to do a document search? Please expand on this requirement.

A: The audit system MUST capture everything that a user has done on the system. If a issue arises then we want to be able to see everything that a user has done on the system during a certain time period. If they changed any data we want to know the original data and what it was changed to.

Q7) Question 4.11, does WVSP currently have electronic fax capability? If so, what system is it? If not, does WVSP want the vendors to include electronic fax in their solution pricing?

A: Provide the ability to accept electronic faxes in your solution.

Q8) Question 4.16, does this requirement imply that the primary system software we deliver must should able to convert images to microfilm or does it imply that we can optionally offer that capability as part of our overall turnkey solution?

A: If your system can do this then state it, if it is an option then list it as such.

Q9) Question 4.21, on what type of documents would you be performing Boolean logic, fuzzy logic and proximity searches? Will all users require fuzzy logic and proximity searches?

A: All users will be able to utilize the search capability of the system, regardless of the type to see documents they have access to.

Q10) Within the RFQ, there is little description of the business processes you intend to use workflow with. During the RFP process, you indicated that we could bid the cost of the software, the installation, and the training and then just state that there are additional services beyond that. Can we take that same approach as part of this RFQ response?

A: We would like the ability to define and setup our own workflow on the system. We want the capability to do this without the vendor being involved.

Q11) Which, if any, AFIS systems are in use at WVSP or planned?

A: We currently have a Lockheed Martin AFIS system based on an oracle database. We are in process of procuring a replacement for this system, which is currently out for bid.

Q12) Do you expect the vendor to provide support desk help to all of the police stations around the state?

A: Yes

Q13) How many locations do we ultimately have to support?

A: 65

Q14) On Page 22, does a "Full Access" license include workflow and full text retrieval?

A: Yes

Q15) On Page 22, is a "Limited Access" license considered to be equivalent to a retrieval only requirement?

A: Yes

Q16) On Page 22, what type of access do the web users need, limited or full?

A: This will depend on what capabilities your system has, there will be full access and limited access users.

Q17) On Page 22, is there overlap between web users and access client licenses or should we treat these as separate requirements?

A: There can be overlap as we don't know how each vendor handles licensing.

Q18) Is there a need to scan documents remotely meaning in a location other than where the main system is housed?

A: Yes

Q19) Can you better define all of the scanning requirements for the system; i.e. where are MFP's to be used, what remote scanning requirements are there, how many primary scanners will be deployed, etc.

A: We are initially looking for 6 primary scanning stations in HQ, 3 high speed and 3 low speed. Other than this, all requirements are in the RFQ.

Q20) What hardware exists currently that we may take advantage of for our solution?

A: We have a robust LAN/WAN environment, Work stations on hand will be used for access, and other than that the solution provided will provide the hardware/software required to run the systems.

Q21) Please clarify where our answers should be placed in the response format.

A: In the response section of the RFQ, you should indicate by checking the yes / no field for each and every question. Then under the requirement indicate how you meet this requirement. DO NOT refer to another question as the answer or simply put that it was previously answered and refer to that section.

### **ADMS Questions**

Q1) Can the rfq be provided in a format that will let us edit directly on the form for detailed responses?

A: No, per state purchasing.

Q2) Is it OK if we copy and paste the requirement items onto a spreadsheet to make responding easier?

A: As long as the format is identical to that given in the RFQ and shows the question number, Yes/No and the response for each question.

Q3) In the case where our response would be a "yes", indicating exact compliance or better with the requirements, is it necessary to provide a detailed response explaining why and how the system complies.

A: All vendors bidding on this system are required to submit in writing using the outline as provided, an indication as to if the product(s) being bid meets each specification as set forth. You CAN NOT just say that you meet a requirement; you must provide a description of how you meet this requirement. Specifications requiring details and/or information to be provided shall be as such, as it is not acceptable for an answer to a specification to refer to another specification even though it was previously answered.

Q4) Regarding item 1.6 is MSQL a typo? Based on the rest of the rfq it seems it should be MYSQL since it references compatibility with MSSQL and 'MSQL'

A: Yes, this was meant to indicate MYSQL.

Q5) Can I get a list of all the other vendors that attended the pre bid meeting?

A: Yes - Attached

**Imagenow Questions**

Q1) May I receive Originals of all forms included as attachments in the solicitation?

A: Enclosed

Q2) Can you provide a general functional description of the following applications that are required to be interfaced with - IAFIS, FIMS, PAXIT?

A: IAFIS – We would like the ability for this system to be able to search the imaging system by index(sid) to retrieve a record. This system utilizes Oracle forms / database.

FIMS – This is a web based management system for the LAB. We would like the ability to export an electronic record to the imaging system for permanent storage.

Paxit – This is a web based management system for the LAB. We would like the ability to export an electronic record to the imaging system for permanent storage.

Q3) Per the original QA responses, the RFP, and the sample pricing outline in the RFP, I am receiving different numbers when inquiring as to the number of concurrent users required for a document management system. These numbers range from 100 to 250. I simply need to know how many people will need access to a Document Management solution at any given point in time? Up to 100? Up to 250?

A: See specification 9.15.2 of this RFQ, as these are the specifications you must follow, not the previous RFP.

Full access –50

Limited access –200

Web Access - unlimited

Q4) May I receive a list of attendees at the mandatory pre-bid meeting?

A: Yes, from State Purchasing.

**Perceptive Software, Inc. Questions**

Q1) Can you provide a decision timeline for award?

A: The review of the RFQ will take place immediately after Bid Close and then a recommendation will be submitted to State Purchasing by the West Virginia State Police.

Q2) How many scanners/capture stations are required across the 3 departments?

A: Three (3) High-Speed and three (3) Low-Speed.

Q3) How many concurrent users of document management technology are required across the 3 departments?

A: Two Hundred (200).

Q4) Is the WV State Police currently using any document management technology, like OnBase?



A: No.

Q4) Requirement 1.1 states that the "Proposer must have implemented similar technology at WV State Police department". If the ImageNow solution is not present anywhere at the WV State Police currently, will ImageNow be considered?

A: Specification # 1.1 states, "The successful vendor must have successfully implemented an imaging system of comparable size and scope to this system for the West Virginia State Police." This is a mandatory requirement of the specifications.

Q5) Can you provide a budget number for this solicitation?

A: No.

Q6) Is this a re-bid related to a previous solicitation? If so, can you provide the solicitation number and comment as to why this is being re-bid?

A: The original bid for a digital imaging system was put out as an RFP. Upon review of the bids received there was no vendor that met the mandatory specifications of the RFP.

Q7) What business applications are being required to integrate with across the 3 departments?

A: IAFIS, FIMS, PAXIT

Q8) Per requirement 9.1, will an onsite proof-of-concept and/or fully-integrated demonstration suffice, as opposed to a delivered test system?

A: Proof-of-concept is not acceptable. As stated in the specification, in order to comply, a vendor can either provide a web connection to a system utilizing forms utilized by this agency or by providing hardware and software to the agency to test the functionality and compliance with specifications. This will be provided at no charge to the agency.

Q9) Are the users cited in 9.15.2.1 and 9.15.2.2 to be used for costing purposes related to the document management solution?

A: Yes.

Q10) Are quotes to be provided per the quantities listed in the Hardware/Software breakdown?

A: Yes.

**Secure Infrastructure Solutions Corporation Questions.**

Q1) Section 7.32 states that our software must work with your current hardware. Can you provide the minimum spec on your desktops?

A: Our current hardware is Windows computers. 256MB Ram and 40GB Hard drive.

Q2) Section 7.18 states ability to hide part of a document or selected fields. Can this be driven by a role given to the user, so that if they are entitled to see a document, they will see the whole document and a User that is defined as not being able to look at a particular document will not see the document?

A: User Roles can be used for this, as there may be times depending on court orders where fields and/or documents need to be hidden and never deleted.

Q3) The servers and storage devices, are they to be housed in a traditional data center with appropriate power supply, backup, fire-suppression systems.

A: Yes, they are to be housed in the server room at WVSP Headquarters.

Q4) Is there a requirement to have High Availability so that for some reason when the main server goes down, a backup automatically kicks in. This is referred to HACMP.

A: No, this feature is not required.

Q5) Is there a requirement to digitize all of the existing documents that are in filing cabinets?

A: The WVSP will be handling this. There is no requirement from the vendors to handle backlog files.

Q6) For sealed records, will the administrator have the ability to look at them at time of scanning? Or will this be done by a court clerk who has the appropriate rights.

A: Any record that is scanned into the system will have the ability to have the record sealed by Court Order. When this happens no one will be able to see the record but the record can not be deleted from the system. If another Court Order is issued to unseal the record it must be there to do so by the system administrator.

Q7) Can you provide us with the interface requirements for IAFIS, FIMS and PAXIT

A: IAFIS – We would like the ability for this system to be able to search the imaging system by index(sid) to retrieve a record. This system utilizes Oracle forms / database.

FIMS – This is a web based management system for the LAB. We would like the ability to export an electronic record to the imaging system for permanent storage.

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SIGN IN SHEET

PLEASE PRINT

PRE-BID SIGN-IN SHEET - PLEASE LEAVE A BUSINESS CARD - DPS0810 - 11/01/2007; 1:30 PM

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>JJDMS</u>	<u>4606 ALLEGHENT RD</u>	PHONE <u>412 573-0111</u>
Rep: <u>JOE DORAZZO</u>	<u>VERONA PA 15147</u>	TOLL FREE
Email Address: <u>JJDORAZZO@DorazzoAss.com</u>		FAX <u>412 573 0110</u>
Company: <u>STSC</u>	<u>6593 Merchant Pl.</u>	PHONE <u>540-349-8695</u>
Rep: <u>Nasim Hakimi</u>	<u>Warrenton VA, 20187</u>	TOLL FREE
Email Address: <u>Nasim.hakimi@securisc.com</u>		FAX <u>540-349-8696</u>
Company: <u>PERCEPTIVE SOFTWARE (IMAGE NOW)</u>	<u>22701 W 68TH TERRACE</u>	PHONE <u>913 667 3134</u>
Rep: <u>MICHAEL LONG</u>	<u>SHAWNEE, KS 66226</u>	TOLL FREE
Email Address: <u>MICHAEL.Long@imgenow.com</u>		FAX <u>1800 941 7460 X3134</u>
Company: <u>Komax Business Systems</u>	<u>500 D ST.</u>	PHONE <u>304-744-7440</u>
Rep: <u>DAVID HUMPHREY</u>	<u>So. Charleston WV 25303</u>	TOLL FREE
Email Address: <u>dhumphrey@komaxbusinesssystems.com</u>		FAX <u>888-483-7440</u>
Company: <u>Access Systems</u>	<u>4108 MacCorkle SE</u>	PHONE <u>304 340 4288</u>
Rep: <u>Becky Marsden</u>	<u>Charleston, WV 25309</u>	TOLL FREE
Email Address: <u>bmarsden@accesswv.com</u>		FAX <u>304 340 4293</u>

PLEASE PRINT

2007 NOV -2 A 10: 31

PRE-BID SIGN-IN SHEET- PLEASE LEAVE A BUSINESS CARD - DPS0810 - 11/01/2007; 1:30 PM

MAINTENANCE DIVISION  
STATE OF WV

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: ACCESS SYSTEMS	4108 MACCONKLE AVENUE	PHONE 304-340-4288
Rep: Dee Webb	CHARLESTON WV 25304	TOLL FREE
Email Address: dwebb@accesswv.com		FAX 304-340-4243
Company: Ricoll Business Solution	1411 Virginia St	PHONE (304) 347-2349
Rep: Fielding Moss	Charleston, WV 25301	TOLL FREE 800-727-4267
Email Address: Fielding.Mosse@Ricoll-USA.com		FAX (304) 342-4588
Company: Ricoll Business Solution	1411 Virginia St	PHONE (304) 342-4099
Rep: John Starcher	Charleston, WV 25301	TOLL FREE 800-727-4267
Email Address: John.Starcher@Ricoll-USA.com		FAX (304) 342-4588
Company: Genesis Imaging	12 Chapel Rd.	PHONE <del>800-847-847</del> 603-944-7401
Rep: John Richio	North Hampton NH 03842	TOLL FREE
Email Address:		FAX <del>603-847-847</del> 847-834-8565
Company: Enterprise Consulting Partners	570 Henden Pkwy Suite 500	PHONE 703-787-9393
Rep: Tim Nero	Herndon VA 20171	TOLL FREE
Email Address: Tim.Nero@ecpcorp.com		FAX