



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  
 FOR09009

PAGE  
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF  
 FRANK WHITTAKER  
 304-558-2316

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF FORESTRY  
 BUILDING 13  
 4720 BRENDA LANE  
 CHARLESTON, WV  
 25312 558-2788

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/09/2009				

BID OPENING DATE: 03/19/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** ADDENDUM NO. 1 *****						
THIS ADDENDUM IS ISSUED TO PROVIDE THE ATTACHED VENDOR TECHNICAL QUESTIONS & AGENCY RESPONSES.						
THE BID OPENING DATE AND TIME IS CHANGED TO:						
BID OPENING DATE: 03/19/2009						
BID OPENING TIME: 1:30 PM						
0001	1	LS		099-00-01-001		
TIME AND LEAVE MANAGEMENT SYSTEM						
***** THIS IS THE END OF RFQ FOR09009 *****						TOTAL:

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'



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VENDOR

\*220115301      301-791-2080  
 ICON GRAPHICS  
 11 PUBLIC SQUARE 4TH FL  
 HAGERSTOWN MD 21740

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FOR09009  
Time and Leave Management System  
Questions & Answers

1) Q. In the Bid Specifications in Section 3 it states that the system must have the capability for a "seamless transfer of data to current and future payroll systems. Does the Division of Forestry use the Epics System for payroll currently? In June of 2008 another state agency told me that the Epics System that was used for the State of WV employees was an older system that did not allow for integration of pay data. Can you tell me if this is still the case or has that system been updated recently so that it allows for integration?

A. It is accurate that the EPICS system does not currently allow for integration of pay data; as a participating agency, we have no way of knowing if or when that capability may change.

However, as you will note, our specification reads "seamless transfer of data to current **or** future payroll systems"; this allows for the integration of data into EPICS, if that capability is changed, or future systems which may be developed for use by the State of WV. Inclusion of this specification also does not bind us to using that capability; it simply gives us, as an agency, the capability should future enhancements to EPICS or new systems allow for it.

2) Q. Also in Section 3 it states that off-line access is needed - can you elaborate on what is needed in the way of off-line access.

A. With this specification, we are looking for a program in which a user can complete a time sheet or leave request in an off-line or unconnected environment and then upload the necessary information to the web-based program.

3) Q. Based on the way the pricing was laid out and some of the other specifications, it appears that the Division of Forestry is looking for an ASP system that is hosted offsite and is accessed via the internet. If that is correct, does item 6.2 of the Bid Specifications refer to the computers that are accessing the software via the Internet or is it referring to something else?

A. We want a hosted program; with this specification we want a program which has no connectivity problems or issues with Windows 2000 or XP, and which will be able to work with future Windows operating systems.

4) Q. In item 8.6 of the Bid Specifications what does "report" refer to?

A. "Report" refers to the time sheet or leave request record; with this specification, we are requesting that an employee not be forced to complete the entire record and submit without risking losing the data entered. If the user is disconnected from the Internet or otherwise does not complete the report through submission, we do not want the data entered to be lost and the user have to complete the entire record again.