



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
CPR11001

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
KRISTA FERRELL 304-558-2596

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SEAL OFF

CONSOLIDATED PUBLIC RETIREMENT BOARD
 BUILDING 5, ROOM 1000
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0720 558-3570

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/19/2011				

BID OPENING DATE: **06/01/2011** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				THIS ADDENDUM IS ISSUED TO:		
				1.) PROVIDE FUNCTIONAL REQUIREMENTS AND COST PROPOSAL SHEET IN AN EXCEL DOCUMENT. NOTE: ELECTRONIC VERSION PER THE ATTACHED.		
				2.) ADD CORRECTED PAGES FOR SECTION 1.1.19.14 WITH THE "CONFIDENTIAL" WATERMARK REMOVED		
				3.) PROVIDE A REVISED SCHEDULE OF EVENTS PER THE ATTACHED.		
				TECHNICAL PROPOSAL OPENING DATE REMAINS: 06/01/2011		
				TECHNICAL PROPOSAL OPENING TIME REMAINS: 1:30 PM		
				***** END ADDENDUM NO. 1 *****		
0001	1	LS		920-49		
				FULLY INTEGRATED RETIREMENT SYSTEM FOR CPRB		

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. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
 4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods this Purchase Order/Contract becomes void and of no effect after June 30.
 5. Payment may only be made after the delivery and acceptance of goods or services.
 6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
 7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
 8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
 9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
 10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
 11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
 12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
 13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at www.state.wv.us/admin/purchase/vrc/hipaa.htm and is hereby made part of the agreement. Provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
 14. **CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
 15. **LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, and the West Virginia Insurance Commission. The vendor must provide all necessary releases to obtain information to enable the director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
 16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.
- I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).

Figure 1 Public Pension Administration System Life Cycle, Acceptance Criteria, and Payment Points

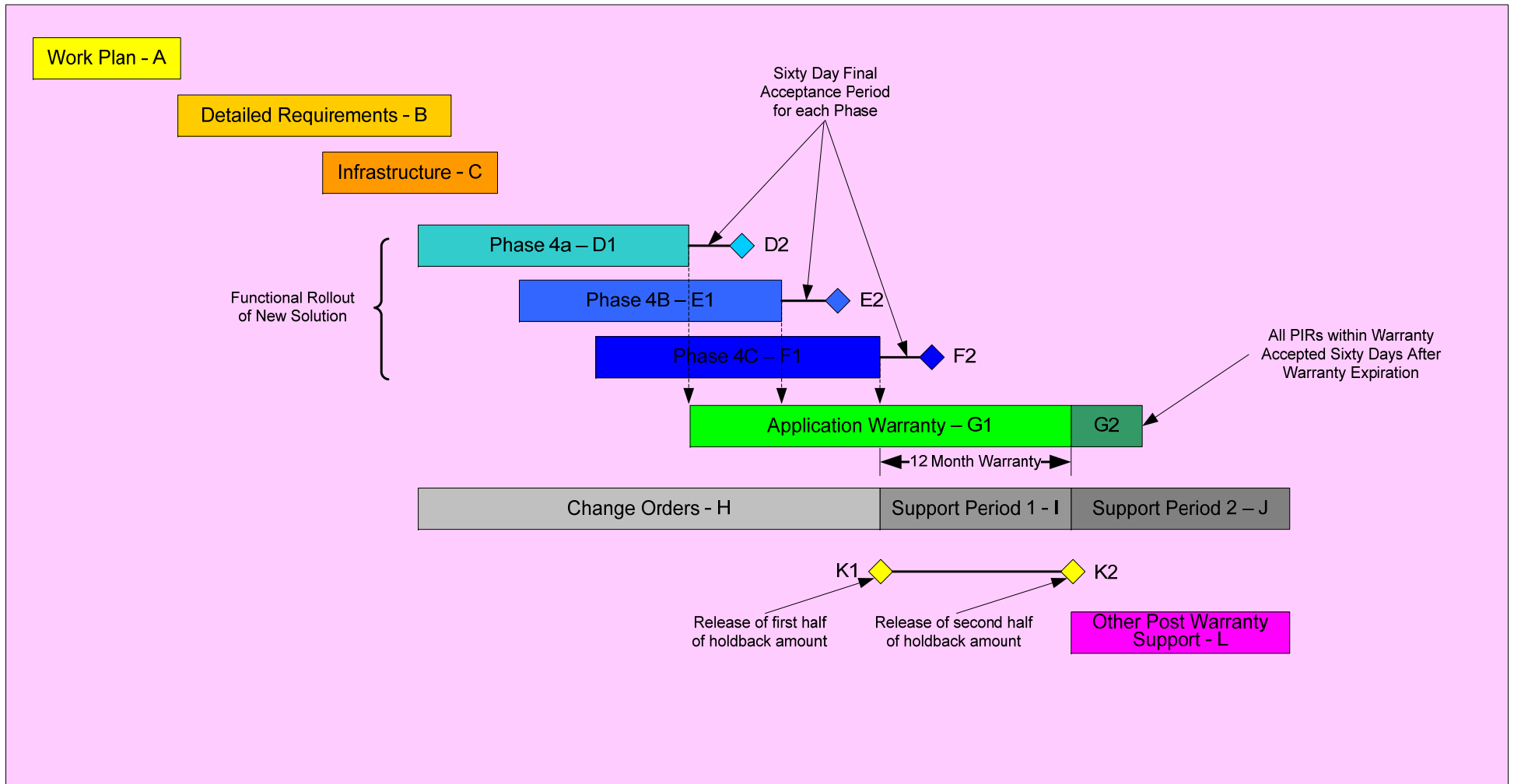


Table 3 Public Pension Administration System Life Cycle, Acceptance Criteria, Payment Points

#	REF	TITLE	DESCRIPTION	ACCEPTANCE CRITERIA	AMOUNT ⁺
1	A	Work Plan (Phase 1)	Acceptance of complete detailed project work plan.	Complete and comprehensive project work plan reviewed, revised, and accepted by client.	5%
2	B	Top-level Requirements (Phase 2)	Complete more-detailed requirements documented.	Base system installed and demonstrated to achieve requirements definition; completion of JADs, and the next level down, more detailed definition of requirements; documents reviewed, revised, and accepted by client. Conference room pilot must be completed.	7%
3	C	Infrastructure (Phase 3)	Infrastructure installed.	All infrastructure delivered, installed, configured, documented, and labeled; all warranty and maintenance information documented and turned over to client staff; all software licenses in client's name; upgrade, maintenance, and configuration control plans delivered and accepted by client; detailed performance monitoring scheme agreed to and in place.	Amount bid by vendor
4	D-1	Phase 4a* - Into Production	Phase 4a in production.	Phase 4a in production; all phase 4a data converted and cleaned; data bridging procedures in place; user acceptance testing completed; life cycle testing completed; all user training completed; data cleansing/conversion audit report complete and accepted by client; no critical Problem Incident Reports (PIRs) open; fewer than 5 high level PIRs open.	7%

⁺ All costs except #3 (C – Infrastructure) do not include hardware or software licenses.

* Details depend on vendor's approach; but the total of items 4 – 9 (i.e., references D-1, D-2, E-1, E-2, F-1, and F-2) is to be 65%.



#	REF	TITLE	DESCRIPTION	ACCEPTANCE CRITERIA	AMOUNT ⁺
5	D-2	Phase 4a* – 60 Day Acceptance	Satisfactory completion of 60 day usage for Phase 4a.	60 days after Phase 4a in production and being used; no major problems; all critical and high level PIRs closed that were identified up to 30 days before go live closed (E-1); an acceptable plan in place to resolve additional ones identified in the last 60 days.	7%
6	E-1	Phase 4b* - Into Production	Phase 4b in production.	Phase 4b in production; all phase 4b data converted; data bridging procedures in place; user acceptance testing completed; life cycle /conference room pilot testing completed; all user training complete; data cleansing/conversion audit report complete and accepted by client; no critical PIRs open; fewer than 5 high level PIRs open.	10%
7	E-2	Phase 4b* – 60 Day Acceptance	Satisfactory completion of 60 day usage for Phases 4a and 4b.	60 days after Phase 4b in production and being used; no major problems; all critical and high level PIRs closed that were identified up to 30 days before go live closed (F-1); an acceptable plan in place to resolve additional ones identified in the last 60 days.	7%
8	F-1	Phase 4c* - Into Production	Phase 4c in production.	Phase 4c in production; all phase 4c data converted; user acceptance testing completed; life cycle /conference room pilot testing completed; all user training complete; data cleansing/conversion audit report complete and accepted by client; no critical PIRs open; fewer than 5 high level PIRs open.	14%
9	F-2	Phase 4c* – 60 Day Acceptance	Satisfactory completion of 60 day usage for Phases 4a, 4b, and 4c.	60 days after Phase 4c in production and being used; no major problems; all critical and high level PIRs closed that were identified up to 30 days before go live closed (G-1); an acceptable plan in place to resolve additional ones identified in the last 60 days.	23%



#	REF	TITLE	DESCRIPTION	ACCEPTANCE CRITERIA	AMOUNT ⁺
10	G-1	Application Warranty	Warranty period completed.	All support necessary provided; all PIRs identified prior to start of Phase 3 Warranty resolved; no critical PIRs open; plans developed and agreed upon to close out all remaining PIRs within 60 days. No more PIRs will be reported after the end of this period. Includes application, operational, and infrastructure support. All agreed upon upgrades provided – e.g., software, tax tables, federal reporting.	10%
11	G-2	Application Warranty – PIRs completed	Warranty closure.	Resolution of all remaining PIRs.	10%
12	H	Change Orders	On-going.	Identification and resolution of issues that are out-of-scope from project inception until the conclusion of last phase of rollout. Ends contemporaneously with the end of the rollout of the last phase into production. Work is scoped by vendor, agreed to by client, then executed, tested, and then accepted.	TBS
13	I	Support Period 1	Parallel-to-Warranty Support.	Application, operational, and infrastructure support not covered by warranty; identified as to scope, level of effort, and fees.	TBS
14	J	Support Period 2	On-going support – post warranty.	Continuing support analogous to item J in the post-warranty period	To be determined in negotiations with vendor – not part of project fixed price
15	K-1	Release of Initial Holdback	Release of Initial Holdback.	Satisfactory compliance with contract performance through rollout of the last phase to go into production; resolution and completion of RTM (punch list) items; identification of how remaining items will be closed; see L-2	½ of the agreed upon holdback amount



Section 1.1.16 Schedule of Events (Addendum)

Date	Activity
04/01/2011	RFP released
04/18/2011	Questions to be reviewed at the pre-bid conference are due
04/27/2011	Mandatory pre-bid conference
Week of 05/01/2011	Responses to vendor questions from pre-bid conference and previously submitted questions are provided
06/01/2011 at 1:30 pm	Deadline for receipt of proposals
06/29/2011	Script for demonstrations sent
Approx. Week of 07/11/2011	Hold scripted product demonstrations / presentations
Approx. Week of 07/18/2011	Customer site visits
Approx. Week of 08/01/2011	WVCPRB technical evaluation complete
Approx. Week of 08/15/2011	WVCPRB Computer Update Committee and Board approval of evaluation
Approx. Week of 08/22/2011	State Purchasing Opens Cost Bids
Approx. Week of 09/05/2011	BAFO solicited and due
Approx. Week of 09/26/2011	WVCPRB makes final recommendation based upon technical plus cost scores, and BAFO
Approx. Weeks of 10/3/2011 through 10/24/2011	CTO review of WVCPRB recommendation
Approx. Week of 10/31/2011	Division of Purchasing review of procurement and approval
Approx. Weeks of 11/7/2011 through 11/21/2011	WVCPRB selection approved and contract executed
Approx. Week of 11/28/2011	Project starts