

SOLE SOURCE DETERMINATION

The Purchasing Division has been requested to approve a sole source purchase for the commodity or service described below. Pursuant to West Virginia Code 5A-3-10c, the Purchasing Division is attempting to determine whether the commodity or service is a sole source procurement. If you believe your company meets the required experience and qualification criteria stated below, please e-mail the Purchasing Division Buyer at Krista.s.ferrell@wv.gov with a copy to w.michael.sheets@wv.gov to express your interest in the project. Please forward any and all information that will support your company's compliance with required qualification and eligibility criteria along with any other pertinent information relative to this project to the Purchasing Division no later than 1:30 PM on 08/31/2010.

Requisition Number: FAR226003

Department/Agency: Finance

Detailed Description of Project:

Statewide subscription for Advantiv DecisionDirector Suite of products – 1) the DecisionDirector Collaboration Manager; 2) DD2 Vendor Response Manager; 3) DD3 Requirements and Fit/Gap Manager and any and all new DD3 applications, and any and 4) all Advantiv-owned Knowledge Packs, for immediate use in an unlimited number of projects within any agency, department or office of the State of West Virginia.

The purpose of this procurement is to obtain assistance in constructing and evaluating technical RFP's. The DecisionDirector Collaboration Manager assists in system assessment, requirements definitions, business process review, and functional assessments, discussion and discovery, and demo evaluation criteria. The DD2 RFP Response Manager automates the vendor responses electronically providing a reusable RFP response repository, team-based response management, and master response management. The DD3 Requirements and Fit/Gap Manager provides requirements management, cost/effort/risk estimation, business justification, gap resolution options analysis, implementation planning, and results tracking. The Knowledge Packs consist of best practices for developing requirements, discussion drivers, demo scripts, and evaluation criteria.

Vendor will provide the hosted project collaboration and decision support toolset specifically designed to support enterprise software planning and selection activities, including requirements definition, product demonstration evaluation, and vendor due diligence; the hosted vendor response collection and response analysis toolset; and the hosted requirements management and fit/gap analysis toolset.

The Vendor will provide WV with up to 200 hours of project advisement and advanced support services at no additional charge for the initial year. Thereafter, the vendor will provide WV with up to 100 hours of project advisement and advanced support services to be included in the annual renewal fee.

Proposed Sole Source Vendor:

Advantiv

Specific Eligibility Criteria:

Vendor must have at least five years of experience in providing this hosted solution.

Vendor must have used this product family in at least five successful implementations.

Vendor must have worked with at least one other State in the statewide use of this product family or components thereof.

All components must allow for easy incorporation of content created by the State, such as RFP formatting, detailed technical and functional requirements, vendor demonstration scripts, and vendor evaluation criteria, and must allow for an unlimited number of users.

Vendor must provide all technical and end-user support services, reporting and analysis services, and turn-key administration of all components.

Specific Qualification Criteria:

Vendor must meet the requirements noted in the Product Description and the Eligibility Criteria.

Vendor will provide an hourly rate for any hours used over those included in the base pricing.

Vendor must negotiate a Master Agreement acceptable to the State.