



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
FAR226005

PAGE
1

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

RFQ COPY  
 TYPE NAME/ADDRESS HERE

WEST VIRGINIA ERP  
 PROJECT MANAGEMENT OFFICE  
 SUITE 301  
 1615 WASHINGTON ST E  
 CHARLESTON, WV  
 25311

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/03/2011				

BID OPENING DATE: 03/23/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 2						
THIS ADDENDUM IS ISSUED TO ANSWER INITIAL TECHNICAL QUESTIONS RECEIVED THROUGH 01/27/2011.						
SUBSEQUENT ADDENDA WILL BE ISSUED TO ANSWER TECHNICAL QUESTIONS RECEIVED THROUGH 02/01/2011 AT THE CLOSE OF BUSINESS AND THOSE RECEIVED PRIOR TO THE DEADLINE FOR ALL TECHNICAL QUESTIONS ON 02/09/2011. (TWO SEPARATE ADDENDA WILL BE ISSUED.)						
TECHNICAL PROPOSAL OPENING DATE REMAINS: 03/23/2011						
TECHNICAL PROPOSAL OPENING TIME REMAINS: 1:30 PM						
***** END ADDENDUM NO. 2 *****						
0001	1	LS		920-49		
ENTERPISE RESOURCE PLANNING SOFTWARE (ERP)						
***** THIS IS THE END OF RFQ FAR226005 ***** 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'

**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](http://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).

**Purpose of this Addendum:**

Vendor Inquiries and responses are provided. Where appropriate, the impacted section(s) of the RFP have been inserted to reflect the amended language. Clarification has also been provided for certain other sections as deemed appropriate.

1. **QUESTION** - Appendix M states, "provide Advantiv a list of software product names and report or query tool names to populate Vendor's Functional Requirements Source response options field allowing the Vendor to designate which software product will provide the required functionality. Software product names should be listed on the spreadsheet provided by Advantiv".

The DD2 Source column is populated with BES, TPI, TPC, RQ, and DNM. Please clarify if the vendor's software modules should replace these in DD2, and if so, is the product or specific module required (e.g., product name: Financial vs. module: Procurement).

**RESPONSE** - The intent is for Vendors to provide Advantiv with the software product names to use in DD2 in lieu of "BES", "TPI", etc.

2. **QUESTION** - Please confirm how many total employees in State agencies and Higher Ed will be part of the ERP payroll system.

**RESPONSE** - At the end of 2010, the State of West Virginia EPICS payroll system paid 26,392 fulltime and part-time State employees and 22,603 fulltime and part-time Higher Education employees for a total of 48,995 fulltime and part-time paid employees. All employees currently paid using the EPICS system are anticipated to be paid using the ERP Payroll System.

3. **QUESTION** - Please confirm exactly what involvement and usage Higher Ed institutions will have with the state ERP system. What Higher Ed institutions will use the ERP system, and exactly what functions of the ERP system will they utilize?

**RESPONSE** - All financial transactions affecting state funds must be processed through WVFIMS. This includes disbursements, deposits, investments, and transfers by Higher Education institutions. The Higher Education institutions enter all of their financial transactions that affect state funds into WVFIMS either through online entry or batch interfaces. The Higher Education institutions have their own financial systems that they use to further define these transactions.

In addition to WVFIMS, the Higher Education institutions are also required to have their payrolls processed through EPICS. EPICS performs the gross to net calculation, creates the payments, and updates WVFIMS with the payroll information. The Higher Education institutions also have their own payroll systems that they use to further define their payroll transactions, perform position control, and update their financial systems.

The State will require the Higher Education institutions to use the ERP systems for all HR, Payroll, and Financial transactions that affect state funds, in much the same way that they process their financial and payroll transactions in WVFIMS and EPICS today. For the immediate future, the Higher Education institutions plan to continue to maintain their own HR, Payroll, and Financial systems as well.

At some point in the future, the State may be interested in migrating the Higher Education institutions from their own internal systems to the ERP system.

4. **QUESTION** - TAB 8 instructions state to include the completed response in TAB 9. Please clarify the content that is required for TAB 8.

**RESPONSE** - Section 3.3.1.11 is amended as follows:

**3.3.1.11 TAB 8 – Project Goals and Objectives**

The Vendor should complete the responses to each of the State's goals and objectives identified in Section 2.4 following the format provided in Appendix A. Vendors should describe how they will comply with each. The completed response should be inserted in the Technical Proposal in TAB 8-9.

5. **QUESTION** - TAB 9 instructions state to use Appendix B to complete the requirements and insert response in TAB 10; however, the instructions for Appendix B state to insert response behind TAB 1 - Executive Summary. Please clarify where the response to TAB 9 should be included within the proposal.

**RESPONSE** - Section 3.3.1.12 and Appendix B Mandatory Specification Checklist are amended as follows:

**3.3.1.12 TAB 9 – Mandatory Specifications Checklist**

The mandatory specifications contained in Section 2.5 must be completed along with the certification in the format provided in Appendix B. Vendors must respond to each mandatory requirement describing how they will comply with each and complete the required certification. The completed Mandatory Specification Checklist and certification should be inserted in the Technical Proposal in TAB 9-10.

**Appendix B - Mandatory Specification Checklist**

The mandatory specifications contained in Section 2.5 are provided below. Vendors must respond to each mandatory requirement describing how they will comply with each and complete the required certification. The completed Mandatory Specification Checklist and certification should be inserted in the Technical Proposal behind TAB 9 Mandatory Specification Checklist~~1-Executive Summary~~.

6. **QUESTION** - TAB 10 instructions state to include completed response in TAB 11. Please clarify where the response to TAB 10 should be included within the proposal.

**RESPONSE** - Section 3.3.1.13 is amended as follows:

**3.3.1.13 TAB 10 – Technical Architecture Questionnaire**

The Technical Architecture Questionnaire found in Appendix E should be completed and inserted in the Technical Proposal in TAB 10-11. The survey is intended to obtain the Vendor's recommendations about the technical architecture and other areas such as: configuration and maintenance, customizations and upgrades, report development, and security.

7. **QUESTION** - TAB 11 instructions stated that a Sample SOW should be included in TAB 12. Please clarify where the response to TAB 11 should be included within the proposal.

**RESPONSE** - Section 3.3.1.14 is amended as follows:

**3.3.1.14 TAB 11 – Sample Statement of Work**

The Vendor should submit a Sample Statement of Work in TAB 11-12. This Sample Statement of Work will provide a starting point for drafting the final Statement of Work that

will be included in the contract with the Awarded Vendor as part of contract execution. The Sample Statement of Work should include a description of the roles and responsibilities for each of the services requested in this RFP in accordance with the vendor's proposed project plan and methodology, and descriptions of all deliverables to be provided.

**CLARIFICATIONS PROVIDED NOT IN RESPONSE TO A VENDOR INQUIRY** - Section 3.3.2.4, Section 3.3.2.6, and Section 2.2.3.4 are amended as follows:

### **3.3.2.4 Administrative Requirements**

The Vendor should submit a signed transmittal letter on Vendor letterhead ~~fill out the Signature Sheet form and submit it~~ with the Cost Proposal as the first entry in this section. The person who signs the Cost Proposal Signature Sheet should be the same person who signed the Technical Proposal Signature Sheet.

Immediately following the Signature Sheet form, Vendors should include, as the second entry in this section, a copy of each proposed Software License and Annual Maintenance Agreement (Agreement) for all proposed Software Providers. Provide the ERP Software Provider's Agreement first, and then all Third party Agreements in alphabetical order.

### **3.3.2.6 TAB 2 - Total Cost Summary Schedule**

This section should include the Total Cost Summary Schedule from Appendix C Cost Proposal Schedules. This schedule is comprised of five (5)~~three (3)~~ sections:

- ◆ Section 1 - the Required ERP and Other Software Licenses section, should include pricing for the five (5) year contract term plus the three (3) one-year renewals periods for any fees related to the licensing of ERP products.
  - Provide the cost for each individual application module and third party tools included as part of the proposed solution and any associated proposed tool. The costs for each item are to be quoted separately unless bundled pricing is proposed.
  - Additionally, if third party products (specialized functional software, middleware, database instances, operating system software, compilers, job schedulers, security-related packages, etc.) are expected to successfully implement the proposed integrated software solution the Vendor should list these products. The Vendor should include a worksheet describing the quantities, release levels, etc., of each of these products.
  - Vendors should enter the Required ERP and Other Software Licenses information into Section 1 of the Schedule.
  - Because the State intends to implement the ERP software and required third party products using a phased approach covering several years, it is imperative that the State buy only the licenses for the products that are required for each phase in accordance with the proposed phasing and approach. As an example, the software costs for bridge management, pavement management, and facilities management should be reflected in the actual year in which those functions will be addressed in the proposed phasing approach. The State requires a firm price commitment on all proposed software in each proposal; however, software payments will be made in accordance with the proposed phasing plan to ensure that the State does not pay for software and associated annual maintenance costs that will not be utilized until a later date.
- ◆ Section 2 - the Ongoing Software Maintenance section, should include pricing for the ongoing software annual maintenance fees.

- Any fees related to the maintenance should be included, as well as any discounts to be provided. The initial basis for annual maintenance fees should be based on the negotiated purchase price for the licensed products (not the "then list" price of software purchased).
- In no event should any maintenance fees for any proposed software products be increased during the period covered by this RFP and in any year thereafter by more than the lower of: (a) three percent (3%) of the previous year's maintenance fees, or (b) the increase in the U.S. Consumer Price Index (CPI) as published by the Bureau of Labor Statistics. Notwithstanding the foregoing, in no event should the maintenance factor used to calculate the annual maintenance fees exceed the "then current" factor in effect used generally by the Software Provider to calculate annual maintenance fees for similarly situated licensees in the United States.
- Vendors should enter the Ongoing Software License and Maintenance Support information into Section 2 of the Schedule. As referenced in Section 1 above, the State strongly prefers that all application software licensing be acquired "just in time" for usage in accordance with the Vendor's proposed phasing approach in order to eliminate paying annual maintenance on software not being utilized.
- ◆ Section 3 - the ERP Implementation and Post-Implementation Services section, should provide pricing for the proposed solution for each specified activity. This section should be consistent with the Staffing Plan by Function Schedule submitted in Cost Proposal TAB 4 and the Staffing Plan by Position Schedule submitted in Cost Proposal TAB 5. No entry is expected for this section. Section 3 pulls data from the Staffing Plan by Activity Schedule.
- ◆ Section 4 includes the cost for the Software Major Release Upgrade Services being proposed by the Vendor. It should be consistent with the Upgrade Schedule provided in TAB 12.
- ◆ Section 5 includes the cost for Technical Infrastructure and Support consistent with the Technical Infrastructure Schedule provided in TAB 10.

#### **2.2.3.4 Requisition Tracking System (ReqTrak)**

In 2001, the Purchasing Division commissioned the Office of Technology (OT) to develop the Requisition Tracking (ReqTrak) system to supplement the tracking and workflow functionality of the TEAM purchasing system. The ReqTrak system was implemented in the first quarter of 2002. The system's main functionality is the ability to track elapsed time starting from the receipt of a requisition, progressing through the bid process, and ending at the final distribution of the approved purchase order(s). The functionality includes workflow and the ability to separate and report "purchasing time" versus "non-purchasing time."

The system includes the additional ability to produce purchase order transmittal documents and procurement reporting based on United Nations Standard Product and Services (UNSPSC) and NIGP commodity codes. State agencies are able to inquire on the status of their active requisitions by means of a "Requisition Tracking Report" which is posted daily to an intranet.

Tracking Number	Date Received	Submitted By	Submitting Firm	Question	Assigned To	Response	Addendum
1	#####	Andrea Whay	Oracle	Appendix M states, "provide Advantiv a list of software product names and report or query tool names to populate Vendor's Functional Requirements Source response options field allowing the Vendor to designate which software product will provide the required functionality. Software product names should be listed on the spreadsheet provided by Advantiv". The DD2 Source column is populated with BES, TPI, TPC, RQ, and DNM. Please clarify if the vendor's software modules should replace these in DD2, and if so, is the product or specific module required (e.g., product name: Financial vs. module: Procurement).	Drew Thigpen	The intent is for Vendors to provide Advantiv with the software product names to use in DD2 in lieu of "BES", "TPI", etc.	
2	#####	Andrea Whay	Oracle	Please confirm how many total employees in State agencies and Higher Ed will be part of the ERP payroll system.	Joe Hoover	At the end of 2010, the State of West Virginia EPICS payroll system paid 26,392 fulltime and part-time State employees and 22,603 fulltime and part-time Higher Education employees for a total of 48,995 fulltime and part-time paid employees. All employees currently paid using the EPICS system are anticipated to be paid using the ERP Payroll System.	
3	#####	Andrea Whay	Oracle	Please confirm exactly what involvement and usage Higher Ed institutions will have with the state ERP system. What Higher Ed institutions will use the ERP system, and exactly what functions of the ERP system will they utilize?	Tom Burns	All financial transactions affecting state funds must be processed through WVFIMS. This includes disbursements, deposits, investments, and transfers by Higher Education institutions. The Higher Education institutions enter all of their financial transactions that affect state funds into WVFIMS either through online entry or batch interfaces. The Higher Education institutions have their own financial systems that they use to further define these transactions. In addition to WVFIMS, the Higher Education institutions are also required to have their payrolls processed through EPICS. EPICS performs the gross to net calculation, creates the payments, and updates WVFIMS with the payroll information. The Higher Education institutions also have their own payroll systems that they use to further define their payroll transactions, perform position control, and update their financial systems. The State will require the Higher Education institutions to use the ERP systems for all HR, Payroll, and Financial transactions that affect state funds, in much the same way that they process their financial and payroll transactions in WVFIMS and EPICS today. For the immediate future, the Higher Education institutions plan to continue to maintain their own HR, Payroll, and Financial systems as well. At some point in the future, the State may be interested in migrating the Higher Education institutions from their own internal systems to the ERP system.	

Tracking Number	Date Received	Submitted By	Submitting Firm	Question	Assigned To	Response	Addendum
4	1/18/2011 & 1/24/2011	Andrea Whay	Oracle	TAB 8 instructions state to include the completed response in TAB 9. Please clarify the content that is required for TAB 8.	Drew Thigpen	Section 3.3.1.11 is amended as follows: 3.3.1.11 TAB 8 – <b>Project Goals and Objectives</b> The Vendor should complete the responses to each of the State's goals and objectives identified in Section 2.4 following the format provided in Appendix A. Vendors should describe how they will comply with each. The completed response should be inserted in the Technical Proposal in TAB 8-9.	
5	1/18/2011 & 1/24/2011	Andrea Whay	Oracle	TAB 9 instructions state to use Appendix B to complete the requirements and insert response in TAB 10; however, the instructions for Appendix B state to insert response behind TAB 1 - Executive Summary. Please clarify where the response to TAB 9 should be included within the proposal.	Drew Thigpen	Section 3.3.1.12 and Appendix B Mandatory Specification Checklist are amended as follows: 3.3.1.12 TAB 9 – Mandatory Specifications Checklist The mandatory specifications contained in Section 2.5 must be completed along with the certification in the format provided in Appendix B. Vendors must respond to each mandatory requirement describing how they will comply with each and complete the required certification. The completed Mandatory Specification Checklist and certification should be inserted in the Technical Proposal in TAB 9 10. Appendix B - Mandatory Specification Checklist The mandatory specifications contained in Section 2.5 are provided below. Vendors must respond to each mandatory requirement describing how they will comply with each and complete the required certification. The completed Mandatory Specification Checklist and certification should be inserted in the Technical Proposal behind TAB 9 Mandatory Specification Checklist1 - Executive Summary.	
6	#####	Andrea Whay	Oracle	TAB 10 instructions state to include completed response in TAB 11. Please clarify where the response to TAB 10 should be included within the proposal.	Drew Thigpen	Section 3.3.1.13 is amended as follows: 3.3.1.13 TAB 10 – <b>Technical Architecture Questionnaire</b> The Technical Architecture Questionnaire found in Appendix E should be completed and inserted in the Technical Proposal in TAB 10-11. The survey is intended to obtain the Vendor's recommendations about the technical architecture and other areas such as: configuration and maintenance, customizations and upgrades, report development, and security.	



Vendor Inquiry Tracking Log  
RFP #FAR226005 for ERP Software and Services

Tracking Number	Date Received	Submitted By	Submitting Firm	Question	Assigned To	Response	Addendum
7	1/18/2011 & 1/24/2011	Andrea Whay	Oracle	TAB 11 instructions stated that a Sample SOW should be included in TAB 12. Please clarify where the response to TAB 11 should be included within the proposal.	Drew Thigpen	Section 3.3.1.14 is amended as follows: 3.3.1.14 TAB 11 - Sample Statement of Work. The Vendor should submit a Sample Statement of Work in TAB 11-42. This Sample Statement of Work will provide a starting point for drafting the final Statement of Work that will be included in the contract with the Awarded Vendor as part of contract execution. The Sample Statement of Work should include a description of the roles and responsibilities for each of the services requested in this RFP in accordance with the vendor's proposed project plan and methodology, and descriptions of all deliverables to be provided.	
8	#####	Andrea Whay	Oracle	Can the State please confirm that they are only using ESRI ArcGIS for its GIS capabilities?	Robert Cooney		
9	#####	Terence A. Blake	Deloitte	Question re RFP Section 2.5.1: Will the State change its approach of executing only one contract for products and services to an approach that is a more typical industry approach wherein the State would separately contract for the products and the system implementation (SI) services? We believe we understand the intent of this provision but as explained below, the net effect of this provision will be to unnecessarily restrict competition and increase the State's cost without reducing its risks. In our experience, the system integrator's (SI's) "accountability" is achieved via an appropriate solution or system type warranty. The SI should warrant its services and the functionality of the solution to effectively include the selection decision around the third party software (i.e., provided the third party software performs to its documentation, it is the SI that is accountable if the system's performance does not meet the contract's specifications/requirements). However, the third party software vendor's license, warranty and maintenance terms must exclusively govern, among other things, correction of defects in its product (i.e., where the third party software does not perform according to its documentation).	Drew Thigpen		

Tracking Number	Date Received	Submitted By	Submitting Firm	Question	Assigned To	Response	Addendum
				<p>The SI can agree to facilitate those defect corrections but cannot in good faith agree to correct those defects as it is not in position to modify that code. Other reasons that support our request include: (1) this structure will likely generate material revenue recognition and tax issues (combining the sale of products with services under a single contract can be problematic) and therefore, increase the costs to the state; (2) many of the basic commitments such as support, maintenance, and warranty are properly between the State and the COTS vendors as the State's relationship with those vendors will continue after the SI has completed its work/support and the State should be in a position to negotiate and have the ongoing contractual commitments it requires; and (3) a single contract structure will require extensive negotiations between the SI and the SI's COTS vendors in an effort align terms with the proposed prime contract as finally negotiated and could result in a delay and other uncertainty. Given the above, we request that the State amend the RFP to provide that it will purchase the third party COTS products directly from the product vendors/resellers, including the use of existing State contracts for those products.</p> <p>The SI's should be permitted to propose revisions to the existing T&amp;C's and to propose additional T&amp;C's in its proposal, including a proposed system warranty. That will put the State in a position to exercise its judgment in context of this "best value" procurement and select the vendor (and negotiate with that vendor) to obtain what it considers to be the best value for the State. As stated above, a failure to make this adjustment will unnecessarily limit competition and increase the costs to the State.</p>			
10	#####	Daniel Kelly	CGI (Prebid)	Will questions asked after today in writing prior to February 9 <sup>th</sup> be answered prior to the February 25 <sup>th</sup> date on the proposal?	Drew Thigpen		
11	#####	Gregory Jackson	CGI (Prebid)	Will the names of all vendors who submitted a bid at the time of bid opening be available and/or published?	Drew Thigpen		
12	#####	Dan Schliesman	IBM (Prebid)	What are the total number of users across the state departments for traditional TEAM functions asset tracking, work, materials management?	Willo Laurel		
13	#####	David Waite	Deloitte (Prebid)	In reviewing the RFP, there seems to be system requirements detailed or expected functionality contained in the narrative sections, that in some cases are broader in scope than those in the functional matrix. Are the expecting vendors to respond to the broader functionality or just to those requirements in the matrix?	Robert Cooney		
14	#####	Terry Blake	Deloitte (Prebid)	Do the existing HR systems (i.e. NEOGOV and IRX) identified in Sections 2.2, 3.11, 2.9.17, 4.2, 2.2.3.8 meet the requirements for Applicant Tracking and Travel in the RFP?	Joe Hoover		

Tracking Number	Date Received	Submitted By	Submitting Firm	Question	Assigned To	Response	Addendum
15	#####	Bill Klimartin	Accenture (Prebid)	Please elaborate on the plans (including training) for the integration of the separate pension project.	Randy Meek		
16	#####	Bill Klimartin	Accenture (Prebid)	What hardware and OS does West Virginia utilize?	Robert Cooney		
17	#####	Daniel Kelly	CGI (Prebid)	Will the planned renovations of Building 5 occur during the time period of the ERP implementation? Will separate space be planned?	Drew Thigpen		
18	#####	David Andrews	Accenture (Prebid)	The cost proposal dates begin in July 2011. Should our project plan start the project on July 1, 2011?	Drew Thigpen		
19	#####	Terry Blake	Deloitte (Prebid)	Can the work products of the Chart of Accounts Workgroup be shared with the vendors? (Section 2.9.1)	Drew Thigpen		
20	#####	Terry Blake	Deloitte (Prebid)	Please explain the integration of higher education payroll in the state's current applications, for example, can the state confirm that payroll processing for higher education is in or not in scope? (i.e. issuance of payroll checks, performing gross to net calculations)	Joe Hoover		
21	#####	Terry Blake	Deloitte (Prebid)	Is an identity management system used to support one to six document management systems on one to five GIS systems on the Open Enrollment Applications?	Robert Cooney		
22	#####	Greg Works	Verizon Business (Prebid)	What is your current working/operating environment?	Robert Cooney		
23	#####	Jay Johnson	Oracle (Prebid)	Please clarify the involvement of higher education institutions in the ERP project.	Drew Thigpen		
24	#####	Ralph DiFranco	HP (Prebid)	Does the state have a preference on a Platform O/S?	Robert Cooney		
25	#####	David Andrews	Accenture (Prebid)	If multiple vendors bid the same software product, will you conduct one demo for each software vendor (like in Kansas), or will each software vendor demo for each systems integrator?	Drew Thigpen		
26	#####	Jay Johnson	Oracle (Prebid)	(Section 2.51) Please clarify one vendor to sign contract. Will the state allow individual contracts with third party software providers?	Drew Thigpen		
27	#####	Michael Gosey	IBM Maximo Software (Prebid)	Once a winning vendor is chosen, it may be that some components (e.g. subcontractor's software products) may not be exactly what the state wants. Will the state have the right to mandate that the winner substitute a more appropriate/desired component?	Drew Thigpen		
28	#####	Daniel Kelly	CGI (Prebid)	Does the state have a preference on a Platform O/S?	Robert Cooney		
29	#####	Terence A. Blake	Deloitte	Would the State be willing to consider less than 99,999 percent availability, which only allows for slightly over 5 minutes of downtime per year? There is a significant cost to having that limited amount of downtime.	Robert Cooney		

Tracking Number	Date Received	Submitted By	Submitting Firm	Question	Assigned To	Response	Addendum
30	#####	Terence A. Blake	Deloitte	The RFP indicates the State will complete its assessment of the feasibility of implementing a shared services center prior to the start of the implementation phase of the ERP project. Is this intended to indicate that the assessment will be complete and available prior to the start of the project, i.e., by 9/1/11?	Robert Cooney		
31	#####	Terence A. Blake	Deloitte	Can the State provide the HR/Payroll Standardization Workgroup study report regarding Pay, Time and Leave standardization that was planned to be complete by January, 2011?	Ted Benca		
32	#####	Terence A. Blake	Deloitte	When are institutions of higher education expected to use Fleet Management functionality within the scope of this procurement? The RFP indicates "There are additional State entities including Higher Education Planning Commission... which is expected to utilize the fleet management functionality".	Robert Cooney		
33	#####	Terence A. Blake	Deloitte	What identity management system(s) is (are) used by the State (software, version) and what Departments currently use the system? Is an identity management system used to support the six document management systems or the five GIS systems or the Open Enrollment application?	Robert Cooney		
34	#####	Terence A. Blake	Deloitte	What systems, if any, are anticipated to be replaced as part of the Safety Management System?	Robert Cooney		
35	#####	Terence A. Blake	Deloitte	Is the State expecting that integration with GIS systems is only to be performed with DOTS ESRI system and the other references are to just provide the capability if the State decided to implement the integration at a later date? Or does the State wish to have the integration for all of the GIS systems included in the project?	Robert Cooney		
36	#####	Terence A. Blake	Deloitte	What is the functionality of the training database that is targeted to be replaced by Phase 3 of the ERP project? Is this system planned to be used for registering and conducting training for Phase 1 and 2?	Joe Hoover		
37	#####	Terence A. Blake	Deloitte	Please describe the license components and software versions currently in production for each of the six document management systems that are intended to be integrated with the ERP? What agencies and institutions use FileNet, Kofax, and ADIS (in addition to Fairmont State University)? Do each of these systems have test and training instances that will support the proposed ERP project timeline?	Robert Cooney		
38	#####	Terence A. Blake	Deloitte	What GIS system does each Department license, what versions are used? These Departments are identified as having GIS systems: 1) WVDOT has ESRI ArcGIS; 2) DHHR, 3) DEP, 4) Revenue, and 5) Commerce	Robert Cooney		
39	#####	Terence A. Blake	Deloitte	Is an identity management system used to support any of the State's current self service applications (such as the PEIA Open Enrollment System)?	Robert Cooney		

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40	#####	Terence A. Blake	Deloitte	There may be a discrepancy between the tab numbers and the appendices. Would the State please confirm location of each appendix within the technical proposal submission? We request clarification of these items we've noted below: 3.3.1.11 TAB 8 – Project Goals and Objectives The Vendor should complete the responses to each of the State's goals and objectives identified in Section 2.4 following the format provided in Appendix A. Vendors should describe how they will comply with each. The completed response should be inserted in the Technical Proposal in TAB 9.	Drew Thigpen		
41	#####	Terence A. Blake	Deloitte	There may be a discrepancy between the tab numbers and the appendices. Would the State please confirm location of each appendix within the technical proposal submission? We request clarification of these items we've noted below: 3.3.1.12 TAB 9 – Mandatory Specifications Checklist The mandatory specifications contained in Section 2.5 must be completed along with the certification in the format provided in Appendix B. Vendors must respond to each mandatory requirement describing how they will comply with each and complete the required certification. The completed Mandatory Specification Checklist and certification should be inserted in the Technical Proposal in TAB 10.	Drew Thigpen		
42	#####	Terence A. Blake	Deloitte	There may be a discrepancy between the tab numbers and the appendices. Would the State please confirm location of each appendix within the technical proposal submission? We request clarification of these items we've noted below: 3.3.1.13 TAB 10 – Technical Architecture Questionnaire The Technical Architecture Questionnaire found in Appendix E should be completed and inserted in the Technical Proposal in TAB 11. The survey is intended to obtain the Vendor's recommendations about the technical architecture and other areas such as: configuration and maintenance, customizations and upgrades, report development, and security.	Drew Thigpen		
43	#####	Terence A. Blake	Deloitte	There may be a discrepancy between the tab numbers and the appendices. Would the State please confirm location of each appendix within the technical proposal submission? We request clarification of these items we've noted below: 3.3.1.14 TAB 11 – Sample Statement of Work The Vendor should submit a Sample Statement of Work in TAB 12. This Sample Statement of Work will provide a starting point for drafting the final Statement of Work that will be included in the contract with the Awarded Vendor as part of contract execution. The Sample Statement of Work should include a description of the roles and responsibilities for each of the services requested in this RFP in accordance with the vendor's proposed project plan and methodology, and descriptions of all deliverables to be provided.	Drew Thigpen		

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44	#####	Terence A. Blake	Deloitte	Where in our proposal should we highlight the two different costs requested for eTravel (one approach is to interface to the hosted IRX solutions solution and a second approach is to use ERP functionality)? When evaluating the cost proposal, how will the cost of Travel be evaluated? What is the cost of the current IRX Travel Solutions functionality? Have all State agencies and Departments that are part of the scope of this procurement implemented the IRX travel solution? If not, which ones have not implemented the solution and are they planned to be implemented sometime in the next two years.	Tom Burns		
45	#####	Terence A. Blake	Deloitte	What are the performance evaluation cycles used by the State (e.g., July to June, January to December, quarterly based on hire date, etc.)? Does the performance evaluation cycle vary by State Department?	Joe Hoover		
46	#####	Terence A. Blake	Deloitte	What is the percent availability of the Document Management System to which the ERP will be integrated? If the some of the ERP system functionality is not available because it is dependent on the Document Management System, would this time be excluded from the 99.999% availability?	Robert Cooney		
47	#####	Terence A. Blake	Deloitte	What is the percent availability of the GIS applications to which the ERP will be integrated? If the some of the ERP system functionality is not available because it is dependent on the Document Management System, would this time be excluded from the 99.999% availability?	Robert Cooney		
48	#####	Terence A. Blake	Deloitte	For planning purposes, is the vendor to assume the only business functions that need to be designed to operate with and without shared services are the eight functions identified on page 56 of the RFP.	Robert Cooney		
49	#####	Terence A. Blake	Deloitte	What functionality has the State implemented as part of the NEOGOV solution? What is the annual cost of this solution?	Joe Hoover		
50	#####	Terence A. Blake	Deloitte	Rather than limiting liability to two (2) times the value of the contract, would the State be open to limiting liability to two (2) times the amount paid? This would likely reduce the price of the proposals and still provide the State leverage to help ensure vendor performance.	Drew Thigpen		
51	#####	Daniel Kelly	CGI	Please indicate where in the proposal response Bidders should include the list of terms it proposes to modify.	Drew Thigpen		
52	#####	Daniel Kelly	CGI	Will the State find it beneficial for vendors to provide and discuss revenue generating options of their solutions, to reduce the states costs associated with this project?	Drew Thigpen		
53	#####	Daniel Kelly	CGI	The RFP states that "There are 755 Employer ID Numbers (EIN) identified in EPICS, one for each state entity." Is the State considering the possibility of consolidating the separate entities under a single state EIN as part of this project? Should the Vendor provide a plan to aid in the consolidation process?	Joe Hoover		

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54	#####	Daniel Kelly	CGI	Is an assumption of 600 total concurrent users for the Financial system an accurate estimate of the number of users using the Financial system at any given point in time? This includes all modules of a Financial system (e.g. GL, AP, AR, Procurement, etc.).	Tom Burns		
55	#####	Daniel Kelly	CGI	Is an assumption of 250,000 Financial documents processed per month an accurate assumption? One document typically results in several account line postings to GL.	Tom Burns		
56	#####	Daniel Kelly	CGI	a) Is an assumption of 39,000 total employees and 28,000 active employees accurate? b) Are the remaining employees retirees?	Joe Hoover		
57	#####	Daniel Kelly	CGI	What is the maximum number of employees you would pay in any pay period?	Joe Hoover		
58	#####	Daniel Kelly	CGI	How many daily solicitations and responses do you estimate to post and receive?	Willo Laurel		
59	#####	Daniel Kelly	CGI	Will the State please provide the names of the members of the Selection Committee?	Drew Thigpen		
60	#####	Daniel Kelly	CGI	Will the recommendations made by the HR/Payroll Standardization Workgroup or the final adopted legislative changes be available to vendors and if so, when?	Ted Benca		
61	#####	Daniel Kelly	CGI	Please confirm that the testing tools that the contractor is providing is strictly for non-production use.	Robert Cooney		
62	#####	Daniel Kelly	CGI	Please distinguish between "customizations" in Section 2.10.5 and "enhancements and modifications" in Section 2.10.6 and how this factors into bidder's proposed pricing.	Drew Thigpen		
63	#####	Daniel Kelly	CGI	Section 2.10.22 and Appendix I of the RFP requires that the Vendor hosts the development environments for the State until 3 months following the go-live of Phase 1. If feasible, is the State willing to alternatively place such an environment in one of the State Data-Centers as long as the machines and environments are still operated by the Vendor considering there will be some duplication of effort to establish the development environment in both locations?	Robert Cooney		
64	#####	Daniel Kelly	CGI	Section 2.10.22 and Appendix I of the RFP discusses the operations environments of the ERP. Will the State find it beneficial for vendors to provide cost-saving alternate solutions, such as management of the infrastructure using off-site personnel, turning over a Vendor data center to the State, or running hosted production environments in a Vendor data center?	Robert Cooney		

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65	#####	Daniel Kelly	CGI	RFP section 3.3.1.10.4 Detailed Description of Services / Deliverables to be Provided states "The Vendor should describe in detail how each of the services listed in Section 2.9. Services to be Provided, should be addressed in accordance with the Vendor's methodology and approach taking into account the items discussed in Section 2.8, items for Special Consideration. A listing and description of proposed deliverables should be included with each service discussion. All deliverables identified in Section 2.9 should be included." The section numbers in this requirement to not match up to the section headings. Could the state please confirm the appropriate references as it relates to the desired content required for this section?	Drew Thigpen		
66	#####	Daniel Kelly	CGI	Sections 3.3.2.6 and 5.5 state that there are 3 optional one-year renewals whereas Section 2.10.21 states that there are 2. Can the State please confirm which is correct?	Drew Thigpen		
67	#####	Daniel Kelly	CGI	In section 3.3.1.11 TAB 8, the RFP requests vendors to complete Appendix A and insert behind TAB 9. Additionally the instructions for Appendix A requests vendors to insert it behind Tab 9 in accordance with section 3.3.1.12. a) Can the State please clarify behind which Tab the completed Appendix A should be inserted in the Technical proposal? b) If the State wants vendors to insert it behind Tab 9, could clarification be provided on what content should appear in Tab 8?	Drew Thigpen		
68	#####	Daniel Kelly	CGI	RFP section 3.3.1.12 TAB 9, requests vendors to insert "The completed Mandatory Specification /Checklist and certification" in the Technical proposal behind TAB 10. The RFP instructions provided for Appendix B requests vendors to insert the completed and signed Appendix B behind TAB 1 – Executive Summary. a) Can the State please clarify which tab vendors should insert the completed and signed Appendix B behind? b) If the answer to "a" above is behind Tab 1, could the State please provide clarification on what content should appear in TAB 9?	Drew Thigpen		
69	#####	Daniel Kelly	CGI	RFP section 3.3.1.13 TAB 10, requests vendors to complete Appendix E and insert it behind TAB 11 of the Technical Proposal. Additionally, the RFP instructions provided for Appendix E instruct vendors to include Appendix E behind TAB 11. a) Can the State please clarify which tab should include the completed Appendix E? b) If the answer to "a)" above is Tab 11, could the State please clarify what content should be included for Tab 10.	Drew Thigpen		
70	#####	Daniel Kelly	CGI	RFP section 3.3.1.14 TAB 11 requests vendors to "submit a sample State of Work in TAB 12." However the instructions for section 3.3.1.15 TAB 12 requests vendors to insert the vendors response to Appendix M. Can the State please clarify what content should be included for Tab 11 and Tab 12?	Drew Thigpen		



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71	#####	Daniel Kelly	CGI	RFP page 214 of Appendix K, Are the 500 hours of advisory services requested during the second full year of production operations the same as the .25 FTE requirement for 'Other experience ERP resources on as needed basis to perform advisory services...' noted in the 6th bullet under the Second Full Year of Production Operations heading? If not, how are these different?	Robert Cooney		
72	#####	Daniel Kelly	CGI	The Software/Upgrade section on Page 215 (Appendix K) of the RFP mentions "the next generally available major release of the software." It is likely that a major release of the ERP software, (e.g. 4.0 to 5.0) may not be generally available in the timeframe when the State is requesting a post deployment upgrade to commence. In addition, major releases often are not best implemented solely as "technical upgrades" in order to take advantage of new capabilities in these larger releases. As definitions for "major" can vary, is this requirement possibly intended to suggest the application of a generally available minor (e.g. 4.1 to 4.2) or major release?	Robert Cooney		
73	#####	Daniel Kelly	CGI	On page 222 in Appendix L of the RFP, once the development environment is at the State and the State is responsible for it while at the same time the Vendor is responsible for production, will the Vendor be coordinating activities (such as migration/change control) that span the use of all environments cohesively?	Robert Cooney		
74	#####	Daniel Kelly	CGI	Requirement #709401 under General Benefits Administration indicates notification distribution methods of either email or US mail. Does the State expect either one method or the other to be supported for any notification or the ability for both? Do these methods apply to all other notifications referenced in subsequent requirements in the Benefits Administration sections?	Joe Hoover		
75	#####	Daniel Kelly	CGI	There are multiple requirements having the term "burdened overlays". Can the State elaborate on what an "overlay" is and how it is used?	Joe Hoover		
76	#####	Daniel Kelly	CGI	Can the state elaborate on how they use the CIC - geographic identifiers for job classes and what kind of validation is required as indicated in #711233.	Joe Hoover		
77	#####	Daniel Kelly	CGI	Can the state elaborate on other languages, in addition to Spanish, that may be required in the future to support personnel administration functions via employee self service?	Joe Hoover		
78	#####	Daniel Kelly	CGI	a) Can the State confirm whether a "pseudo" timesheet is just a default submitted for the employee when an actual timesheet is not submitted? b) How does the State handle situations when a pseudo timecard has been submitted, but an actual timecard is submitted at a later time? We are requesting clarification on "according to user defined business rules" used in #712001.	Joe Hoover		

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79	#####	Daniel Kelly	CGI	WV DOT has recently purchased Oracle Primavera to provide more robust program and project management capabilities. It is our opinion that this Primavera solution should support WV DOT's transportation programming process and interface with the Federal Highway Administration (FHWA) to manage project authorization. Will the State consider Primavera as the solution of choice, and will the requirements on pages 108 through 112 or Appendix M be modified to adjust for the use of an existing State product?	Robert Cooney		
80	#####	Daniel Kelly	CGI	Pages 168-173 of Appendix M speak to the requirements for Employee Travel. Section 2.9.16 and Appendix J speak to interfacing to the current TRX Solutions travel system. Since the State is considering continuing with the current system, a vendor may choose to select to either replace the TRX solution, or interface to the TRX solution, instead of choosing to do both. Will there be a scoring adjustment in order to not penalize vendors who choose not to bid to both interface AND replace?	Robert Cooney		
81	#####	Daniel Kelly	CGI	It was mentioned in the Pre-Bid conference on February 1 that the proposal technical responses will be made available to the public. Approximately when will these responses be made available, after the Bid Opening Date or later in the selection process?	Krista Ferrell		
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Vendor Inquiry Tracking Log  
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