



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
SOS201200

PAGE
1

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

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

SECRETARY OF STATE
 BUILDING 1, ROOM 157K
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0770 558-6000

DATE PRINTED 12/29/2011	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 02/09/2012		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS	920-07			
<p>CAMPAIGN FINANCE REPORTING SYSTEM</p> <p>THE WEST VIRGINIA PURCHASING DIVISION, FOR THE WEST VIRGINIA SECRETARY OF STATE'S OFFICE, IS SOLICITING BIDS FOR A CAMPAIGN FINANCE REPORTING SYSTEM, IMPLEMENTATION, TRAINING, AND MAINTENANCE PER THE ATTACHED SPECIFICATIONS.</p> <p>ALL TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO FRANK WHITTAKER IN THE WV PURCHASING DIVISION VIA EMAIL AT FRANK.M.WHITTAKER@WV.GOV OR VIA FAX AT 304-558-4115. DEADLINE FOR ALL TECHNICAL QUESTIONS IS 01/17/2012 AT 4:00 PM. ALL TECHNICAL QUESTIONS WILL BE ADDRESSED BY ADDENDUM AFTER THE DEADLINE.</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE</p>						

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.html 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).



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BID OPENING DATE: 02/09/2012		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT</p>						

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
WITHOUT FURTHER ORDER.						
THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.						
REV. 05/26/2009						
NOTICE						
A SIGNED BID MUST BE SUBMITTED TO:						
DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130						
THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:						
SEALED BID						
BUYER:				44		
RFQ. NO.:				SOS201200		
BID OPENING DATE:				02/09/2012		

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
BID OPENING TIME:				1:30 PM		
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						

CONTACT PERSON (PLEASE PRINT CLEARLY):						

***** THIS IS THE END OF RFQ SOS201200 ***** TOTAL: _____						

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REQUEST FOR QUOTATION
WEST VIRGINIA SECRETARY OF STATE
CAMPAIGN FINANCE REPORTING SYSTEM

The West Virginia Secretary of State (Secretary) is seeking to license a software solution for the management of campaign finance reporting by candidates, candidates' committees and other political committees. The Secretary is requesting quotations for a solution meeting the requirements outlined below. The quotation should include the cost of the initial software license, customization, implementation, training and yearly maintenance for a contract period of one (1) year, with option for up to two (2) 1 year renewals.

The deadline for implementation and data conversion is March 1, 2013 – the date of the opening of the first campaign finance reporting period in 2013. At that time, the system should be in place and fully operational with all user-acceptance testing having been completed. The system must meet all functional, technical, reporting and other requirements as detailed below. Training must be completed, the system must be live and end users must be able to use the system to begin entering the necessary data to complete their legally-mandated reports. All data from the Secretary's current software solution must be converted successfully to the new solution. An estimate of the amount of data and a data sample have been provided.

Functional Requirements

- Must import candidate and committee information from EMS/SVRS
- Must provide login and password credentials, ability to retrieve username, and retrieve and change password. Prefer username and password generated by user, approved by WVSOS and tagged to candidate or committee.
- If user has multiple open campaign accounts for different election cycles, the user should have only one login to the CFRS to access all campaign accounts (designated by election year) and can select the particular campaign account with which he/she chooses to work.
- Must adhere to West Virginia-specific laws, rules and forms
- Must allow user to enter information outside a reporting period for a particular reporting period that is stored but not submitted.
- Must allow user to submit report only during specific dates required by law, but a final report at any time. Report totals and balances should forward to the next reporting period.
- Must allow users to submit information on loans including the source, any payments toward the balance and a copy of the loan document to be indexed to the account.
- Must allow users to submit a waiver during specified reporting periods.
- Must require specific information about donors based on contribution levels; prompts-users to enter the information and provides warning or error messages.
- Must store contributor and expenditure recipient information to allow reuse of the same individual/company in future reporting – allows users to indicate that this information has been

used before (ex.: John Smith donates \$250 to a campaign on 2/1/12 then donates another \$500 on 3/1/12 – system should allow user to link the two so if John Smith comes back with another contribution of \$300, it cannot be accepted because the aggregate is beyond the legal limit)

- Must allow scanned documents to be attached/indexed to a particular candidate/committee and viewed on the public interface. Scanned images should be stored in .tiff and presented in .pdf.
- Must have the ability to fit the reporting and other parameters of Public Finance law
 - Different reporting periods for exploratory, qualifying and regular campaign periods
 - Allow entry of contributors for exploratory and qualifying contributions and requires all information legally necessary
 - Allow written receipts to be indexed to the filing
- Must provide functionality for candidates and committees to upload data in bulk in the current WVSOS bulk upload format (preferable) or in the vendor's standard format. Format should be available to provide to committee treasurers for use in the March 2012 filing period.
- Submitted reports must be date/time stamped
- Must provide email reminders to candidates and treasurers of specific events and deadlines

Technical Requirements

- Source code should be available for internal modification
- Application should be web-based (with SSL certificate) and run on a Windows 2008 R2 server. (Vendor should supply hardware requirements.)
- C#.net is the preferred programming language and data should be securely written to and from a SQL 2010 database.
- Data in new system must be resident with the WVSOS and not hosted.
- Must provide data archive, retrieval and backup
- Please describe the procedure for any known scheduled system enhancements and whether these are included in the cost of the software and maintenance or are an extra cost.
- Must provide a public interface that conforms to standard WVSOS website design (screenshot attached).
- System maintenance can be performed off-site.
- Provide a data dictionary in electronic format.

Report-Generating Requirements (The vendor must provide the ability for the WVSOS system administrator to produce the following:)

- Reports of late/non-filers
- Labels for mailings based on selected criteria.
- Internal audit of activity in all accounts
- Data must be available for download in multiple formats: XML, HTML, Excel, delimited
- Public interface provides users a comprehensive search option: candidate, committee, independent expenditures, electioneering communications, contest (including district), party,

and/or by contributor. Results of these searches must be printable in .pdf format and produce downloadable data in XML, HTML, Excel and delimited data formats.

Other Requirements

- Provide online Help for both public and internal sites
- Project Management Plan must include user acceptance testing timeline, risk management, change management, quality assurance, project control and acceptance of the solution
- Provide “train-the-trainer” sessions for both Elections Staff (10 people), system administrators (2) and technical users (6 people) totaling 50 hours that can be conducted in person or by electronic means (vendor’s response must indicate method of training).
- Training documents and system documents must be available in electronic format.
- All previously-developed documentation pertinent to use of the system as developed and customized for use in WV must be provided.

Pricing Information

ITEM	Description	Quantity	Cost	Extended Cost
Software license	Permission to use the software provided by the vendor with an unlimited number of users	1	\$	\$
Customization	Any necessary modifications to existing programming to ensure application conforms with WV laws and regulations	100 hours	\$	\$
Implementation	Deploying the application for use in WV	1	\$	\$
Training	Train the trainer sessions	50 hours	\$	\$
Annual Maintenance Year 1	Yearly cost to maintain the application	1	\$	\$
Data Conversion	Migrate data from current WVSOS system to vendor solution	100 hrs	\$	\$
System Modifications	Cost of future modifications not covered in annual maintenance	50 hrs	\$/hr	\$
TOTAL (year one)				\$
Second year annual maintenance	Software maintenance	1	\$	\$
Third Year Annual maintenance	Software maintenance	1	\$	\$
TOTAL BID				\$

The quantities above are estimates for bidding purposes only. Actual quantities will vary based in agency needs. The award will be made on the total cost including years two and three.

Users

LogonName
Password
UserType
User_ID
Active
RecordID
Email
CurrentReport
SecQuestion
SecAnswer

tbUploadRecords

UploadID
RecordID

tbUploadInfo

UploadID
PeriodID
LogonName
Filename
UploadDate
UploadStart
UploadEnd
UploadType

tblRunningMates

RecordID
FirstName
LastName
LegalName
City
County
State

tblReturns

RecordID
County
UPrimaryVotes
OPrimaryVotes
UGeneralVotes
OGeneralVotes
msrepl_synctran_ts

tblReports

Id
RecordID
ReportType
Waiver
FilingDate
ReceivedDate
PostedDate
Comments
TIFFLocation
PDFLocation
Pages
FilingFor
EntryDate
msrepl_synctran_ts
EndingBalance
ContYD
ExpYD

tbIPACs

RecordID
Name
PACType
Category
DateOrganized
DateClosed
Sponsor
Comments
msrepl_synctran_ts

tbIPACReports

id
RecordID
ReportType
Waiver
FilingDate
ReceivedDate
PostedDate
Comments
TIFFLocation
PDFLocation
Pages
FilingFor
EntryDate
msrepl_synctran_ts
EndingBalance
ContYD
ExpYD

tblPACFilings

- 🔑 Id
- RecordID
- FilingType
- FilingDate
- ReleaseDate
- Fee
- ReceiptNumber
- FiledBy
- Comments
- EntryDate
- Pages
- TIFFLocation
- PDFLocation
- msrepl_synctran_ts

tblPACContacts

- 🔑 RecordID
- 🔑 ContactType
- 🔑 AddressType
- Name
- Address1
- Address2
- City
- State
- Zip
- County
- Salutation
- Phone
- msrepl_synctran_ts

tblFilings

- 🔑 id
- RecordID
- FilingType
- FilingDate
- ReleaseDate
- Fee
- ReceiptNumber
- FiledBy
- Comments
- EntryDate
- Pages
- TIFFLocation
- PDFLocation
- msrepl_synctran_ts

tblDistricts

RecordID
 ? OfficeCode
 ? DistrictCircuit
 ? Division
 BallotLocation
 NumberElected
 FileWith
 DistrictOrder
 BallotInstructions
 msrepl_synctran_ts

tblDistrictCounties

? RecordID
 County
 OfficeCode
 DistrictCircuit
 msrepl_synctran_ts
 display_order

tblContactsBackup

RecordID
 ContactType
 AddressType
 Name
 Address1
 Address2
 City
 State
 Zip
 Salutation
 Title
 Email
 WebSite
 Comments
 DayPhone
 CampPhone
 msrepl_synctran_ts

tblContacts

RecordID
ContactType
AddressType
Name
Address1
Address2
City
State
Zip
Salutation
Title
Email
WebSite
Comments
DayPhone
CampPhone
msrepl_synctran_ts

tblCandidates

RecordID
ElectionYear
OfficeCode
FirstName
LastName
LegalName
PartyCode
DistrictCircuit
Division
PresPreference
City
County
State
CFCPDate
Nomination
Elected
Comments
UPrimaryVotes
OPrimaryVotes
UGeneralVotes
OGeneralVotes
msrepl_synctran_ts
CommiteeName

tblBallotOffices

RecordID
FilingYear
OfficeCode
PartyCode
msrepl_synctran_ts

Settings

Id
Application
Section
[Key]
Value

Periods

Period_ID
Order_ID
ElectionYear
PeriodStart
PeriodEnd
DueStart
DueEnd
Exemption
Relation
ReportTypeCode
Cand
PAC

PeriodBalances2_bak

Balance_ID
Period_ID
EndingBalance
Amendment
FilingDate
Processed
RecordID
UserType
Waiver

PeriodBalances_bak

Balance_ID
Period_ID
EndingBalance
Amendment
FilingDate
Processed
RecordID
UserType
Waiver

PeriodBalances

Balance_ID
Period_ID
EndingBalance
Amendment
FilingDate
Processed
RecordID
UserType
Waiver

IstTicketCodes

⌘ Code
Description
msrepl_synctran_ts

IstStates

⌘ Code
Description
msrepl_synctran_ts

IstReportTypes

🔑 Code
Description
ListOrder
msrepl_synctran_ts

IstPurposes

🔑 Purpose_ID
Order_ID
Description
Active

IstParties

🔑 Code
BallotOrder
ListOrder
Description
Adjective
msrepl_synctran_ts

IstPACTypes

🔑 Code
Description
msrepl_synctran_ts

IstOffices

🔑 Code
Description
Fee
DistrictName
DivisionName
TicketCode
msrepl_synctran_ts

IstNumbers

🔑 Number
Name
Ordinal
TextString
ListOrder
msrepl_synctran_ts

IstNominations

Code
Description
msrepl_synctran_ts

IstFilingTypes

Code
Description
msrepl_synctran_ts

IstFiledByTypes

- 🔑 Code
- Description
- msrepl_synctran_ts

IstExemptions

- 🔑 Exemption_ID
- Description
- Active

IstCounties

- 🔑 Code
- Description
- msrepl_synctran_ts

IstContributionTypes

🔑 Type_ID
Description

IstContactTypes

🔑 Code
Description
msrepl_synctran_ts

IstCategories

🔑 Code
Description
msrepl_synctran_ts

IstBallotLocations

- 🔑 Code
- Description
- msrepl_synctran_ts

IstAddressTypes

- 🔑 Code
- Description
- msrepl_synctran_ts

Loans

🔑 Loan_ID
Period_ID
TransactionDate
Amount
Name
Address1
Address2
City
State
Zip
LoanAgreement
RecordID
UserType

LoanPayments

🔑 Payment_ID
Loan_ID
Period_ID
TransactionDate
Amount
CheckNumber

IndexQueue

🔑 Id
DocType
DocSubType
Location
Status
DateAdded

CFRSRptLoanPayments

Payment_ID
 Loan_ID
 Period_ID
 TransactionDate
 Amount
 CheckNumber
 BalanceID
 RptLoanPaymentsID

CFRSRptExpenditures

Expenditure_ID
 Period_ID
 TransactionDate
 ReferenceNumber
 Fundraiser
 Amount
 Name
 Address1
 Address2
 City
 State
 Zip
 Purpose
 Purpose_ID
 Paid
 RecordID
 ExcessFunds
 UserType
 BalanceID
 RptExpendituresID

CFRSRptContributions

Contribution_ID
 Period_ID
 ContributionType
 Fundraiser_ID
 Name
 TransactionDate
 Amount
 Resident
 RAddress1
 RAddress2
 RCity
 RState
 RZip
 Mailing
 MAddress1
 MAddress2
 MCity
 MState
 MZip
 Occupation
 Affiliation
 OtherDescription
 RecordID
 WhereWork
 ExcessFunds
 UserType
 BalanceID
 RptContributionsID

CFRSRptFundraisers

Fundraiser_ID
Period_ID
Name
EventDate
EventType
LocationName
Address1
Address2
City
State
Zip
RecordID
UserType
BalanceID
🔑 RptFundRaisersID

CFRSRptExpenditurePayments

Payment_ID
Expenditure_ID
Period_ID
TransactionDate
Amount
CheckNum
BalanceID
🔑 RptExpenditurePaymentsID

Fundraisers

🔑 Fundraiser_ID
Period_ID
Name
EventDate
EventType
LocationName
Address1
Address2
City
State
Zip
RecordID
UserType
DirtyFlag

ExpendituresDirty

🔑 Expenditure_ID
Period_ID
TransactionDate
ReferenceNumber
Fundraiser
Amount
Name
Address1
Address2
City
State
Zip
Purpose
Purpose_ID
Paid
RecordID
ExcessFunds
UserType
DirtyFlag

Expenditures

Expenditure_ID
 Period_ID
 TransactionDate
 ReferenceNumber
 Fundraiser
 Amount
 Name
 Address1
 Address2
 City
 State
 Zip
 Purpose
 Purpose_ID
 Paid
 RecordID
 ExcessFunds
 UserType
 DirtyFlag

DocumentTypes

Id
 DocType
 DocSubType
 Description
 SubDescription
 Monetary
 Indexed

ContributionsDirty

Contribution_ID
 Period_ID
 ContributionType
 Fundraiser_ID
 Name
 TransactionDate
 Amount
 Resident
 Mailing
 Occupation
 Affiliation
 OtherDescription
 UserType
 RecordID
 raddress1
 raddress2
 rcity
 rstate
 rzip
 maddress1
 maddress2
 mcity
 mstate
 mzip
 WhereWork
 ExcessFunds
 DirtyFlag

ExpenditurePayments

Payment_ID
 Expenditure_ID
 Period_ID
 TransactionDate
 Amount
 CheckNum

Contributions

Contribution_ID
 Period_ID
 ContributionType
 Fundraiser_ID
 Name
 TransactionDate
 Amount
 Resident
 Mailing
 Occupation
 Affiliation
 OtherDescription
 UserType
 RecordID
 raddress1
 raddress2
 rcity
 rstate
 rzip
 maddress1
 maddress2
 mcity
 mstate
 mzip
 WhereWork
 ExcessFunds
 DirtyFlag

CFRSAutoEmail

- Type
- EmailAddressFrom
- Subject
- Body
- MailServer

CFRSRptLoans

- Loan_ID
- Period_ID
- TransactionDate
- Amount
- Name
- Address1
- Address2
- City
- State
- Zip
- LoanAgreement
- RecordID
- UserType
- BalanceID
- RptLoansID

AmendmentStatus

- RecordID
- PeriodID
- ReportStatus
- UserType

West Virginia Secretary of State
Natalie E. Tennant

West Virginia Secretary of State — Online Data Services Elections

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Campaign Finance Online Reporting System

Welcome

This site provides candidates and political action committees (PACs) with the ability to file required financial reports online with the Secretary of State's Office. This site may contain confidential and privileged information, therefore, **any unauthorized review, use, disclosure or distribution is prohibited**. If you are not an intended recipient of this system, please exit now.

Log In To System

To begin, type in your CFRS username and password

Enter your username and password

Username

Password

If you forgot your password, you can have it e-mailed to you here. For authorization to use the Campaign Finance Reporting System Online contact the Elections Division at elections@wvso.com or by telephone at (800) 1-866-767-8939.

Contact Information	
Office Hours:	8:30 a.m. — 5:00 p.m.; Monday — Friday
E-mail Address:	elections@wvso.com
Elections Division:	(800) 1-866-767-8939
Toll-Free:	(800) 1-866-767-8939
By Fax:	304-558-6396

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11:58 AM
12/2/2011

State of West Virginia

VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

1. **Application is made for 2.5% resident vendor preference for the reason checked:**
 _____ Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or**,
 _____ Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or** 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or**,
 _____ Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; **or**,
2. **Application is made for 2.5% resident vendor preference for the reason checked:**
 _____ Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or**,
3. **Application is made for 2.5% resident vendor preference for the reason checked:**
 _____ Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or**,
4. **Application is made for 5% resident vendor preference for the reason checked:**
 _____ Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; **or**,
5. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 _____ Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; **or**,
6. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 _____ Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (*West Virginia Code*, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: _____ Signed: _____

Date: _____ Title: _____

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

RFQ No. SOS 201200

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owned is an amount greater than one thousand dollars in the aggregate

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, Limited Liability Company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (*West Virginia Code §61-5-3*), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

WITNESS THE FOLLOWING SIGNATURE

Vendor's Name: _____

Authorized Signature: _____ Date: _____

State of _____

County of _____, to-wit:

Taken, subscribed, and sworn to before me this ___ day of _____, 20__.

My Commission expires _____, 20__.

AFFIX SEAL HERE

NOTARY PUBLIC _____