



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

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

SHIP TO

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/01/2012				

BID OPENING DATE: 03/13/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** ADDENDUM NO. 2 *****						
THIS ADDENDUM IS ISSUED TO:						
1) EXTEND THE BID OPENING DATE AND TIME TO 03/13/2012 AT 1:30 PM.						
2) PROVIDE THE ATTACHED TECHNICAL QUESTIONS AND ANSWERS						
***** END ADDENDUM NO. 2 *****						
0001	1	LS		920-07		
CAMPAIGN FINANCE REPORTING SYSTEM						
***** THIS IS THE END OF RFQ SOS201200 ***** 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.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).

Response to Technical Questions

Campaign Finance RFQ # SOS201200

Questions from Vendor 1:

General

- Q:** When will the answers to the vendor-submitted questions be made available and how will these be made available?

A: Will be mailed or faxed to known interested vendors as well as posted in the Purchasing Bulletin.
- Q:** Regarding the Table on p. 8 of the RFP: Are the hours listed under "Quantity" to be maintained for an apples-to-apples comparison? Should the response include the table with the fixed hours as well as a table with actual estimates? How should years 2 and 3 be handled for systems modifications?

A: Yes, the hours listed should be maintained for an applies-to-apples comparison. The vendor should submit the table with fixed hours. Any required modification should be billed at the same rate as for year one.

Q: Can you please provide examples of the types of modifications West Virginia would likely make in the Source Code?

A: These types of modifications would depend on the types of modifications already included in the annual maintenance.

Functional Requirements: Scope

- Q:** Is electronic filing mandatory or will you be using a combination of paper and electronic? If both, who will be data-entering the paper filings, and how would you handle defective filings? (I.e. example: incorrect math which changes the reported ending balance or missing information that is required, such as a contributor's employer)?

A: Electronic filing is only mandatory for candidates for state-wide office. The WVSOS will receive both electronic and paper filings. The second part of this question assumes the agency converts all paper filings into data. This is not currently the case and whether or not it becomes the practice is as yet undetermined. Currently, the paper filings are scanned into the agency's imaging solution and indexed to the candidate from presentation to the web. Defective filings are accepted and the agency would request an amended report for such defective filings.
- Q:** The RFP (under the section on Functional Requirements) states that the vendor must provide functionality for candidates/committees "to upload data in bulk in the current WVSOS bulk upload format or vendor's standard format. Please provide the WVSOS bulk upload format.

Format should be available to provide to committee treasurers for use in the March 2012 filing period." Is the "2012" a typo and it should state, "2013 filing period"

A: The "2012" is a typographical error and should read "2013 filing period." Information on bulk data upload formats can be found at this web address:

<http://www.sos.wv.gov/elections/Pages/CFRSdatahowto.aspx>

Technical Requirements: Data/Development/Integration

1. Q: What are the average and peak usage statistics for the current system?

- a. Physical database size (current database)
- b. Concurrent Users Per Day
- c. Concurrent Users Per Hour
- d. Page Request / Response Time
- e. Document storage / repository size and growth per month
- f. How many committees typically file each year?
- g. Please provide any other statistics that indicate system scope

A: a. Unable to obtain at this time

- b. Not to exceed the total number of candidates/committees required to file during any reporting period (see estimates for question 1.f.)
- c. Same as 1.b.
- d. Approximately ½ second with one user. Max would be based on 100% of potential users working within the system at the same time.
- e. Current 411 mb with 5,300 candidates or less than .08 mb per candidate for 10 years of filings
- f. There are approximately 750 committees that file reports with a potential growth of an additional 300 candidates/committees.
- g. N/A

2. Q: Is there an available data dictionary describing the purposes of the tables and data contained within for the supplied table diagrams? Alternatively or in addition, will there be access to a Subject Matter Expert (SME) on this topic?

A: A data dictionary is not currently available, but can be developed. In the interim and SME will be available.

3. Q: Please provide a subset of sample data prior to the response deadline.

A: See table below

tableName	numberOfRows	reservedSize	dataSize	indexSize	unusedSize
AmendmentStatus	7456	192 KB	160 KB	16 KB	16 KB

CFRSAutoEmail	2	24 KB	8 KB	16 KB	0 KB
CFRSRptContributions	1302122	196672 KB	196056 KB	568 KB	48 KB
CFRSRptExpenditurePayments	408800	19200 KB	19120 KB	72 KB	8 KB
CFRSRptExpenditures	419730	76216 KB	75960 KB	232 KB	24 KB
CFRSRptFundraisers	13780	2048 KB	2032 KB	16 KB	0 KB
CFRSRptLoanPayments	2389336	115384 KB	115008 KB	368 KB	8 KB
CFRSRptLoans	5037	640 KB	608 KB	16 KB	16 KB
Contributions	89997	16192 KB	12368 KB	3752 KB	72 KB
ContributionsDirty	8672	1472 KB	1424 KB	16 KB	32 KB
DocumentTypes	2	32 KB	8 KB	24 KB	0 KB
dtproperties	8	80 KB	56 KB	24 KB	0 KB
ExpenditurePayments	34091	1408 KB	1360 KB	16 KB	32 KB
Expenditures	34657	7744 KB	6360 KB	1320 KB	64 KB
ExpendituresDirty	0	24 KB	8 KB	16 KB	0 KB
Fundraisers	1019	264 KB	160 KB	88 KB	16 KB
IndexQueue	0	88 KB	64 KB	24 KB	0 KB
LoanPayments	424	40 KB	24 KB	16 KB	0 KB
Loans	622	128 KB	72 KB	16 KB	40 KB
IstAddressTypes	2	32 KB	8 KB	24 KB	0 KB
IstBallotLocations	2	32 KB	8 KB	24 KB	0 KB
IstCategories	8	32 KB	8 KB	24 KB	0 KB
IstContactTypes	5	32 KB	8 KB	24 KB	0 KB
IstContributionTypes	4	24 KB	8 KB	16 KB	0 KB
IstCounties	55	48 KB	8 KB	40 KB	0 KB

IstExemptions	3	24 KB	8 KB	16 KB	0 KB
IstFiledByTypes	3	32 KB	8 KB	24 KB	0 KB
IstFilingTypes	41	40 KB	16 KB	24 KB	0 KB
IstNominations	4	32 KB	8 KB	24 KB	0 KB
IstNumbers	74	48 KB	8 KB	40 KB	0 KB
IstOffices	33	40 KB	16 KB	24 KB	0 KB
IstPACTypes	8	32 KB	8 KB	24 KB	0 KB
IstParties	13	48 KB	8 KB	40 KB	0 KB
IstPurposes	46	24 KB	8 KB	16 KB	0 KB
IstReportTypes	29	32 KB	8 KB	24 KB	0 KB
IstStates	51	32 KB	8 KB	24 KB	0 KB
IstTicketCodes	3	32 KB	8 KB	24 KB	0 KB
PeriodBalances	11288	640 KB	576 KB	16 KB	48 KB
PeriodBalances_bak	7028	328 KB	312 KB	8 KB	8 KB
PeriodBalances2_bak	7278	328 KB	320 KB	8 KB	0 KB
Periods	73	24 KB	8 KB	16 KB	0 KB
Settings	0	0 KB	0 KB	0 KB	0 KB
sysdiagrams	1	136 KB	112 KB	24 KB	0 KB
tblBallotOffices	65	40 KB	16 KB	24 KB	0 KB
tblCandidates	3646	784 KB	592 KB	192 KB	0 KB
tblContacts	13153	2048 KB	2008 KB	16 KB	24 KB
tblContactsBackup	4998	712 KB	688 KB	8 KB	16 KB
tblDistrictCounties	857	320 KB	80 KB	192 KB	48 KB
tblDistricts	290	96 KB	32 KB	64 KB	0 KB
tblFilings	6362	1824 KB	1056 KB	384 KB	384 KB

tblPACContacts	1606	448 KB	312 KB	80 KB	56 KB
tblPACFilings	1724	568 KB	344 KB	56 KB	168 KB
tblPACReports	12863	3792 KB	3288 KB	240 KB	264 KB
tblPACs	1218	304 KB	208 KB	48 KB	48 KB
tblReports	11789	3672 KB	2984 KB	440 KB	248 KB
tblReturns	65765	5112 KB	3224 KB	1824 KB	64 KB
tblRunningMates	2608	48 KB	40 KB	16 KB	0 KB
tbUploadInfo	187	40 KB	24 KB	16 KB	0 KB
tbUploadRecords	30645	896 KB	864 KB	16 KB	16 KB
Users	1041	104 KB	80 KB	16 KB	8 KB

4. **Q:** Is the EMS/SVRS considered to be the authoritative data source for Candidate and Committee information? For example, does there need to be a continuous integration and synchronization process beyond the initial data import?
A: The EMS/SVRS is the authoritative data source for candidate and committee information. Continuous synchronization will be required.
5. **Q:** The RFP states that the vendor is to provide data archive/retrieval/backup protocols. Since West Virginia will host the database, is the vendor responsible for the continued maintenance of the new Campaign Finance system or will that be handled by WV IT resources?
A: The vendor will be responsible for maintenance of the system.
6. **Q:** Is there a State-approved West Virginia web development template available (to ensure consistency in branding for development purposes)?
A: There is a standard template, a sample of which is attached.
7. **Q:** Are there current process and protocols established for project change management and defect tracking within the WVSOS that the vendor should recognize and adhere to?
A: There are none at this time.

Report-Generating Requirements

Financial Reports

- Q:** Regarding the Independent Expenditure Report (F-7) and the Electioneering Communication Report (F-14) –

- a. Are these reports expected to be filed by the general public or other entity that is not a registered committee? If so, are they expected to file electronically through the public web site, or are these actually paper filings that are scanned and associated to the named candidates?
- b. Are these reports filed by registered committees as well? If so, are the expenditures reported on these forms also required to be reported on the standard periodic reporting form F-7?

A: a. These reports are expected to be filed an unregistered committee or individual. These are paper filings that are scanned and indexed to the named candidates.

- c. These reports are also expected to be filed by registered committees. In addition to these filings, the committee will also be required to report the information on the Form F-7 at regular filing periods.

Other Reports

1. **Q:** Are you expecting the Paid Campaign Staff Report (F-8), the Paid Election Workers Report (F-9), the Disbursement of Funds on Committee's Behalf Report (F-10), and the Volunteer Election Worker's Report (F-11P) to be filed electronically through the system, or will these reports be filed on paper? Will they be scanned and associated to the committee?

A: We expect to receive these forms both electronically and by paper.

Administrative Reports

1. **Q:** Does the current system have system-generated reports that should be made available in the new system?

A: The agency has identified that reports, but those reports are not generated by the current system.

Questions from Vendor 2:

1. **Q:** If Vendor's proposal provides for development in Java, as opposed to C#, will there be a penalty imposed on that Vendor?

A: There will be no penalty provided the vendor's solution meets the requirements.

2. **Q:** What is a higher priority Development language or Cost?

A: The contract will be awarded to the lowest bid meeting specifications.

3. **Q:** Can the Data reside with the WVSOS but the application be hosted?

A: Yes, the data can reside with the WVSOS and the application can be hosted.

4. **Q:** What is a higher priority application location or Cost?

A: The contract will be awarded to the lowest bid meeting specifications.

5. **Q:** Does the WV SOS have a set budget for this project?

A: The state of West Virginia does not release project budgets.

6. **Q:** Should travel costs be built into the proposal or can they be billed as they occur?
A: Travel costs can be billed as they occur and must conform to the travel management rules of the West Virginia Department of Administration.

Questions from Vendor 3:

1. **Q:** In addition to submission requirements under "Instructions to Bidders" that include Quotation Form, Vendor Preference Certificate, Purchasing Affidavit, and Pricing Information, please clarify what additional information should be included with the response. (e.g. Customer References, Solution Overview, Project Schedule, etc.)
A: No additional information is required.
2. **Q:** Please provide the volume (number of years, number of committees, number of transactions, etc.) in the current system that would be converted to the new system.
A: Please see Attachment A.
3. **Q:** Please confirm if any scanned documents are to be migrated to the new system. If yes, please provide the file format on the scanned documents (TIFF, PDF, etc.)
A: Scanned documents will need to be migrated to the new system. They are stored in existing tables and can be replicated to or read by the vendor's solution. Scanned documents are stored in TIFF and presented to the web as a PDF.