



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Solicitation

NUMBER
SOS201207

PAGE
1

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

VENDOR	RFQ COPY
	TYPE NAME/ADDRESS HERE

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

DATE PRINTED
06/29/2012

BID OPENING DATE: 07/10/2012 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
THIS ADDENDUM IS ISSUED TO PROVIDE THE ATTACHED DOCUMENTS.						
0001	1	LS		920-14		
ELECTRONIC BALLOT DELIVERY SYSTEM						
***** THIS IS THE END OF RFQ SOS201207 ***** TOTAL: _____						

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

SOLICITATION NUMBER: SOS201207

Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

The bid opening date and time are changed to: 07/10/2012 at 1:30pm.

The revised Pricing Page is attached.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

Response to Technical Questions

Electronic Ballot Delivery System RFQ # SOS201207

Q 1: Could you please further define what elections the System is intended to be used for during the period specified? Does it include all local, special and municipal elections or is it limited to State and Federal elections? What is the process for identifying which elections will require electronic ballot delivery?

A: The system must be available for the Federal/State/County/Municipal General Election in 2012, the Federal/State/County/Municipal Primary Elections in 2014 and 2016, and the Federal/State/County/Municipal General Elections in 2014 and 2016. The intent is that the system will provide the entire ballot available to a voter at the precinct to the UOCAVA voter including federal, state, and county candidate and ballot questions/issues. In very limited circumstances counties have an agreement with municipalities in which the municipal election is conducted at the same time as the federal/state/county election. There are currently no special elections scheduled however, if a federal or state special election were to occur during the contract period the system must be available for use by UOCAVA voters. There have been four (4) special elections in 149 years. The agency does not expect the system to be used in stand-alone municipal elections or any special elections called by any county.

Q 2: Due to the implementation date quickly approaching, please provide the anticipated award date.

A: The agency desires to award the contract by July 20, 2012 however, many factors can affect the time necessary to evaluate and award the contract. The agency anticipates awarding the bid as quickly as possible.

Q 3: The Pricing Information on Page 4 requests annual software support and maintenance for Years 1, 2, and 3, which contradicts the above statement, as the pricing form does not stretch out far enough to cover 2016. Please provide clarification on the timeframe so we can price accordingly.

A: We apologize for leaving those years off the Pricing Information page. The pricing provided by the vendor should reflect maintenance through the end of calendar year 2016. The pricing information page has been revised to reflect coverage through 2016.

Q 4: The scope of services envisions how many total elections (service repetitions) through calendar year 2016? Just elections with federal candidates? Or is a broader and more frequent scope envisioned?

A: Please see the response to Vendor 1, Question number one (1).

Q 5: The pricing table includes annual software support and maintenance for Year 1 (2013), Year 2 (2014), and Year 3 (2015). Should the vendor add another row for Year 4 (2016) consistent with the opening paragraph on page #2?

A: Please see the response to Vendor 1, Question number three (3).

PRICING INFORMATION

ITEM	DESCRIPTION	PRICE
Software Licensing	System configuration, hosting, ballot building process	
Implementation	Deploying the application for use in WV	
Training	Train the trainer sessions for Secretary of State and County Election Officials	
System support	Help desk support during elections for election officials Online help support for voters during elections	
System Modifications	Cost of future modifications not included in annual maintenance	
Annual Maintenance Year 1	Annual maintenance and software support 2013 election cycle	
Annual Maintenance Year 2	Annual maintenance and software support 2014 election cycle	
Annual Maintenance Year 3	Annual maintenance and software support 2015 election cycle	
Annual Maintenance Year 4	Annual maintenance and software support 2016 election cycle	

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: SOS201207

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Company

Authorized Signature

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.
Revised 6/8/2012