



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

Solicitation

NUMBER	PAGE
TAX12008	1
ADDRESS CORRESPONDENCE TO ATTENTION OF:	
CONNIE HILL 304-558-2157	

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STATE TAX DIVISION
 INFORMATION TECHNOLOGY DIV
 1206 QUARRIER STREET
 CHARLESTON, WV
 25301-1725 304-558-8850

DATE PRINTED
06/15/2012

BID OPENING DATE:

06/27/2012

BID OPENING TIME

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 02						
1.	QUESTIONS AND ANSWERS ARE ATTACHED.					
2.	ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.					
3.	AN ELECTRONIC FORMAT OF THE COST SHEET CAN BE FOUND ON THE PURCHASING DIV. WEBSITE UNDER BID OPPORTUNITIES THEN LOOKING FOR THE RFQ# TAX12008 FOR YOUR CONVENIENCE. WEBSITE IS AS FOLLOWS: WWW.STATE.WV.US/ADMIN/PURCHASE ATTACHMENTS: ADDENDUM ACKNOWLEDGEMENT END OF ADDENDUM NO. 1					

SIGNATURE	TELEPHONE	DATE
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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

SOLICITATION NUMBER: TAX12008

Addendum Number: 02

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: Questions & Answers; Provide Electronic Format Cost Sheet.

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.

ATTACHMENT A

WV State Tax Division
TAX12008
Questions for RFQ

- 1.) Q. Does only one proposal need to be submitted? If more than one proposal is to be submitted, how many copies are needed?
A. Only one copy is needed.
- 2.) Q. Please elaborate on "web forms" on page 6 under the last bullet under Purpose. Do you currently have web forms to be stored to the system? Can you provide a sample? Is web form development to be included in the Customization cost?
A. We do not currently offer web forms. We may develop our own forms and incorporate those with the system at a later time.
- 3.) Q. Requirement A-17 System must allow documents to be referenced by a user entered name. Are you looking for a "NAME" index field? Are you looking for a free-form description field? Please state explicitly what you mean by referenced.
A. We are looking for free text fields.
- 4.) Q. Requirement E-3 Must be able to convert data in a timely manner. What data needs to be converted?
A. Items such as a fax, scanned piece of paper, purchase order must be converted into a pdf and stored in the system in a timely manner.
- 5.) Q. Requirement F-2 Devices must have the capability to auto-alert vendors with error codes/faults. Which devices? Servers? Workstations?
A. Workstations
- 6.) Q. The impact of the requirement that the system must use Microsoft SQL, as its database may significantly reduce competition under this solicitation. The State of West Virginia normally does not limit vendor competition. However, due to Mandatory Requirements E1 and E2, only vendors offering systems using the referenced database will be able to compete. Will the State accept a solution that offers an industry-standard embedded database such as Oracle, which is comparable to Microsoft SQL, is the proposed vendor offers to support 100% of the database administrator support in their bid? Please note that the State will not have Oracle expertise on staff.
A. Our database administrators are proficient in Microsoft SQL. The requirement of a Microsoft SQL database will not be changed.
- 7.) Q. Will a Word version of the required forms (pages 9-11) be available so that they might be completed digitally?
A. An Excel document is attached.
- 8.) Q. In reference to Phase 2, The Operations Division and data migration (page 6):

Question: Please provide the amount of disk space used, the average document/purchase order size and the number of documents/purchase orders from the Operations Division that will be migrated to the correspondence management system.

A. Total Amount 3 TB, Average Document 200KB, Number to Migrate 1000
- 9.) Q. In reference to Phase 3, The Legal Division and a hosted law library (page 6):

Question: Please provide the amount of disk space used, the average document size and the number of documents that will ultimately reside in the Legal Division's law library.

A. Total Amount 7 TB, Average Document 400KB, Number to Migrate 2000

10.)Q. In reference to the Agreement Addendum for Software (page 11):

Question: Please confirm if vendors are allowed to provide alternate language to the State's Agreement Addendum for Software.

A. If alternate language is requested, then you must attach a "letter" (on your letterhead) explaining where and why each item number needs (or wants) to be changed, along with a contact name and phone number for the person in your company that is "*authorized*" to make these changes. A fully executed WV96A and acknowledgement shall be furnished with your bid.

11.)Q. In reference to the Vendor Preference Certificate (page 13):

Question: Please clarify if the Vendor Preference Certificate is to be submitted with the proposal response.

A. Yes, it should be submitted with your bid.

12.)Q. In reference to the Purchasing Affidavit (page 14):

Question: Please confirm if the State will accept a signed and notarized Purchasing Affidavit form electronically.

A. The State will accept a signed and notarized Purchasing Affidavit electronically as long as the notary seal is legible through an email or fax scanned copy. The Purchasing Affidavit must be furnished in original form if the Vendor faxes a copy.

13.)Q. Please confirm if the State will allow vendors to submit proposal responses electronically.

A. No. The state will not accept electronic copies of the Vendor's proposal. You may fax, mail, or deliver your bid to the Purchasing Division at the address shown on the solicitation.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: TAX12008

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