



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

Solicitation

NUMBER
ABCA33

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
CONNIE OSWALD 804-558-2157

VENDOR
RFQ COPY TYPE NAME/ADDRESS HERE

SHIP TO
ALCOHOL BEVERAGE CONTROL COMMISSION 900 PENNSYLVANIA AVE 4TH FLOOR CHARLESTON, WV 25302 304-558-2487

DATE PRINTED
11/05/2012

BID OPENING DATE: 11/29/2012 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 2		
				1. TO PROVIDE ANSWERS TO THE QUESTIONS RECEIVED FOR THIS SOLICITATION.		
				2. TO PROVIDE ADDENDUM ACKNOWLEDGMENT. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.		
				END OF ADDENDUM NO. 2		

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: ABCA33

Addendum Number: 2

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:

1. To provide answers to questions received.
2. To provide addendum acknowledgment.

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 acknowledgment should be submitted with the bid to expedite document processing.

ATTACHMENT A

State of West Virginia

Questions / Answers for ABCA33

RFP to Procure e-Licensing System for WVABCA

Reference Location in RFP	Questions 1-14	Answer
No reference	How many staff members including inspectors will be utilizing the software solution?	43 – never concurrently though (30 inspectors, 6 licensing clerks, 2 legal, 2 enforcement, 3 IT staff)
Page 21-22, section 2.4.4, 2.4.8 and 2.4.9	Would there be any consideration for a vendor hosted solution, since it appears you are requesting that the vendor administer the hardware and its' backup redundancy plan? Would vendor provide the equipment or just recommendations, training and support? Is there any further details available regarding what truly is vendor responsibility vs agency, for both short term and long term planning/adminstration/budget etc.?	The solution must be hosted on dedicated servers at our locations provided by WVABCA. Primary site will be in Charleston WV, with failover site in Nitro WV. WVABCA will provide servers and work stations. Vendor will provide any other needed hardware. Vendor long term responsibility would primarily be maintenance and support.
Page 21, section 2.4.2	Are there any specifications or more detailed requirements documents available for the interface to the www.wvoasis.gov interface? And is this the same interface mentioned on page 40, Statewide Financial system?	Yes – WV Oasis and Statewide Financial are the same. No additional documentation provided to interface with WV Oasis. Vendor will work with WV Oasis team.
Page 21, section 2.4.2	Are there any specifications or more detailed requirements regarding the desired interface to Quickbooks?	Quickbooks uses a proprietary .iif file format. See Quickbooks website for more information.
No reference	What vendors have provided product demos to the agency in the last two years?	Unavailable
No reference	What vendors attended the prebid conference?	See Addendum No. 1
No reference	What is the agencies budget for a turnkey implementation?	Unavailable
No reference	what is the agencies budget for year 1, 2 and 3 annual maintenance and support costs?	Unavailable

Page 70	Page 70 requires release of certain types of code from escrow " to the agency upon termination of said agreement." What specific events constitute termination? Is this just in the event of termination for breach of contract, insolvency, etc? COTS solutions do not typically come with software source code rights. Does "said agreement" refer to the software contract between the agency and the vendor or the agreement between the vendor and the escrow agent?	Escrow agent would turn over source code to the State of WV in the event that the vendor can no longer fulfill its duties due to breach of contract, insolvency, etc. Contract refers to any agreements between the agency and the vendor.
Page 8, item 6	Would a contract clause that allows for price adjustments in the renewal period based on the consumer price index violate the instruction on page 8, item 6 Pricing?	Yes
Page 11, item 12	How are liquidated damages to be calculated under item 12, page 11 when a deliverable deadline is not met and the delay is caused by the state? When the state is partial responsible? What is the mechanism for assigning responsibility for delay?	If delays are caused by the state liquidated damages would not be imposed.
Page 15, item 44	Will a Purchasing Card program, item 44, page 15, be utilize for payments under this RFP?	Yes
No reference	We asked procurement if there was a word document for this RFP and were told there was not. In that event, are screen shots of the questions with our response below satisfactory. If not what method of responding is desired?	Screen shots with the response are acceptable.

Page 32, Vendor experience, question 3	Would you consider a reference from a private sector that utilizes GL Solutions to support a liquor-license management system that provides internet-based regulatory compliance and license renewal processing. Using our software, reference works with regional operations and large, multi-state corporate firms (including restaurant chains, franchisees, convenience stores, groceries, and pharmacies) to improve operational efficiency and accuracy and reduce operational expenses, saving time and increasing licensing staff productivity. Reference tracks and monitors over 100 permit and license types for over 25 corporations including fortune 1000 companies. A number of these license types specifically deal with Alarm/Fire Safety	Yes
Reference Location in RFP	Questions 1-20	Answer
	1) What is project budget and for implementation, licensing and maintenance?	Unavailable
	2) Has the WV-ABCA seen any vendor demos in the last 3 years and if so from which vendors?	Yes
	3) Is bid bond amount of 5% based on Implementation Cost row of Attachment C or the "Grand Total" of all costs including 3 years maintenance, training and modifications/Customization costs?	See Addendum 1
	4) What are the criteria for return of the Bid Bond? e.g. will it be returned upon contract signing or cancellation of RFP?	Contract signing or cancellation

	5) Would a certified check satisfy the Bid Bond requirement? What should be the named agency on the bond or cheque?	Yes, State of WV
	6) How many named WV-ABCA agency users will need to access the system? Page 21 indicates the need to train 12 users but we are asking for the total number of users.	See question 1 on page 1
	7) Please provide a list of license types and volume of licenses/permits for each.	See Attachment
	8) Is the State open to negotiation of a limit on liquidated damages based on a percentage of the value of the specific late deliverable?	No
	9) If we need to list exceptions to the terms and conditions that it wants to negotiate, can we do this without being disqualified?	No
	10) If we request to negotiate terms and conditions in the RFP and we are awarded but fail to negotiate satisfactory contract, will the Sate confirm that the Bid Bond will be returned?	Yes

	<p>11) The following questions relate to the requirement for Microsoft Certification</p> <p>a. Please be more specific about which Microsoft Certification is required. There are dozens of professional and developer certifications and each of these are possible at the Associate, Expert, and Master level.</p> <p>b. Is Certification required for specific individuals? If so how many of what type?</p> <p>c. Are you referring to company certification as a Microsoft Certified Partner? What level is required?</p> <p>d. What proof of certification is required?</p> <p>e. Is this a mandatory or optional requirement of the proposal. Will a vendor be disqualified without it?</p> <p>f. Will the State consider changing this to an optional requirement and evaluate bids on their own merit?</p>	<p>11a – Microsoft Gold Partner</p> <p>11b- Microsoft Gold Partner requirement</p> <p>11c- Microsoft Gold Partner</p> <p>11d- Proof of Microsoft Certified Partner Certificate</p> <p>11e- Yes</p> <p>11f- No</p>
	<p>12) Please clarify your requirement related to Disaster and Recovery. Is this to provide hosting of disaster site or provide professional services to assist with the configuration of the recovery site?</p>	<p>No hosting. Vendor must configure and provide support services for the maintenance and support services for disaster recovery.</p>
	<p>13) Please clarify the terms under which additional agency and local government use could apply? Unless the vendor indicates in the bid his refusal to extend the prices, terms and conditions of the bid to county, school, municipal and other local government bodies, the bid shall extend to all political subdivisions of the State of West Virginia.</p>	<p>If the vendor does not wish to extend the prices, terms, and conditions of the bid to all political subdivisions of the state, the vendor must clearly indicate such refusal in his bid. Such refusal shall not prejudice the award of this contract in any manner.</p>
	<p>14) Please clarify your requirements surrounding Ad Hoc Reporting tool OPAL. What is this tool and how is it used currently. Will WV-ABCA provide this tool?</p>	<p>Opal will not be used. SQL Server Reporting Services in addition to Crystal Reports will be used for ad-hoc reporting.</p>

	15) Please clarify how Agency Portal should be applied in relation to the ABCA.	Agency Portal is part of the vendor provided solution.
	16) Does the agency currently have GIS Software or expected GIS Software it will be using with which the software should interface?	We currently have and expect to use SQL Server Reporting Services.
	17) Please provide the timeline for implementing the State ERP system.	WVOasis, the state ERP System, expects to have the financial module in use by October 2013.
	18) Will the State please provide the RFP in WORD or at least searchable pdf format as soon as possible? We need this to be able to create and edit responses to the requirements at least.	No
	19) Should vendors respond to each set of requirement in Attachment A in groups under each subsection (1.1, 1.2, etc.) under the "Vendor Response" prompt or are you looking for a response under each individual requirement?	Respond by group and address each item.

	20) Which requirements in Attachment A are mandatory and which are optional? To level the playing field, should we assume all are mandatory and pricing for all modifications or assume all are optional and quote COTS capabilities only, or something in between?	All mandatory terms such as shall, will, must, is, are, min/max. must be met, or points will be deducted accordingly. Non-Mandatory terms are may, should , preferred, could.
Reference Location in RFP	Questions 1-8	Answer
	1. Will the State provide the RFP in a MS Word format to facilitate a more efficient proposal response process?	No
	2. Will the State consider extending the due date for proposals until November 29, 2012. This will allow vendors to submit questions and have ample time to incorporate the State's answers into our proposal responses.	See Addendum No. 1
	3. Will the state make the sign-in sheets from the Pre-Proposal conference available?	See Addendum No. 1
	4. In the past 18 months, has the state evaluated the solutions from any of the prospective bidders, participated in solution demonstrations or engaged with any of the existing clients of any of the potential vendors for this procurement?	Unavailable

	<p>5. Will the State accept a cashier check in lieu of a bid bond? If so, does the vendor still need to complete the bid bond forms on pages 72-73 of the RFP?</p>	<p>Yes</p>
	<p>6. Specification 17.4 requires an interface to the State's GIS. Please provide additional information about the underlying GIS system (is it ESRI?) and the type of interface desired. E.g. is a one way or two way interface desired?</p>	<p>Currently we do not use a GIS system. We intend to use SQL Server Reporting Services for reporting against geographical data. GIS Interface would be for future use and would be one way.</p>
	<p>7. Do the Agreement Addendums on pages 75 and 76 need to be signed and included in the bid response, or is that form to be completed after award?</p>	<p>The State prefers Agreement Addendums, page 75, 76 & 77 returned with your bid, however these forms may be executed prior to award of a contract.</p>
	<p>8. Does the form on page 77 need to be signed and returned with the bid response, or is that form to be completed after award?</p>	<p>The State prefers Agreement Addendums, page 75, 76 & 77 returned with your bid, however these forms may be executed prior to award of a contract.</p>

License Count

		Total
A	A001-TAVERN	596
	A003-FRATERNAL	22
	A004-BREW PUB	5
	A005-FAIRS & FESTIVALS	2
	A020-PRIVATE WINE RESTAURANT	6
	A021-PRIVATE WINE RESTAURANT	172
	A023-FRATERNAL	4
	A040-PRIVATE WINE OFF-PREMISE	24
	A080-PRIVATE WINE SPA	2
	A081-PRIVATE WINE SPA	1
	A090-PRIVATE WINE BED & BREAKFAST	1
	A091-PRIVATE WINE BED & BREAKFAST	3
	A113-FRATERNAL	222
	A212-PRIVATE CLUB	1,672
	A312-PRIVATE CLUB	144
	Total	2,876
B	B001-CARRY OUT	620
	B010-WINE RETAILER	10
	B011-WINE RETAILER	811
	B020-WINE SPECIALTY	28
	B021-WINE SPECIALTY	219
	B030-WINE TASTING	17
	B060-WINE SPECIALTY & TASTING	9
	B061-WINE SPECIALTY & TASTING	15
	B080-WINE SPECIALTY SAMPLING	96
	B111-FREESTANDING LIQUOR RETAIL OUTLET	47
	B121-FREESTANDING LIQUOR RETAIL OUTLET	10
	B161-FREESTANDING LIQUOR RETAIL OUTLET	4
	B200-MIXED RETAIL LIQUOR OUTLET	9
	B211-MIXED RETAIL LIQUOR OUTLET	98
	B221-MIXED RETAIL LIQUOR OUTLET	5
	B261-MIXED RETAIL LIQUOR OUTLET	1
Total	1,999	

License Count

		Total
P	P110-TRANSPORTATION PERMIT	85
	Total	85
T	T001-MALT BEVERAGE DISTRIBUTOR	33
	T010-WINE DISTRIBUTOR	30
	T020-DIRECT SHIPPER	24
	T030-DIRECT SHIPPER WINE SPECIALTY	234
	Total	321
V	V001-BREWER/IMPORTER REPRESENTATIVE	9
	V010-WINE DISTRIBUTOR REPRESENTATIVE	198
	V020-LIQUOR/WINE REPRESENTATIVE	107
	V100-LIQUOR/WINE REPRESENTATIVE	340
	V120-LIQUOR/WINE REPRESENTATIVE	50
	Total	704
W	W001-BREWER/IMPORTER	41
	W002-BREWER/IMPORTER	5
	W010-WINE SUPPLIER	113
	W020-WINE SUPPLIER	5
	W030-FARM WINERY	22
	W040-MULTI-CAPACITY	1
	W100-LIQUOR DISTILLERY	2
	W200-MINI DISTILLERY	4
Total	193	
Total		6,178

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: ABCA33

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 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