



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

Solicitation

NUMBER
ISCN0098

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
KRISTA FERRELL 304-558-2596

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DEPARTMENT OF ADMINISTRATION
 WVOT NETWORKING SUPERVISOR
 1900 KANAWHA BLVD. E.
 BUILDING 5, 10TH FLOOR
 CHARLESTON, WV
 25305 304-558-5472

DATE PRINTED
06/26/2013

BID OPENING DATE: 07/03/2013 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 01						
THIS ADDENDUM HAS BEEN ISSUED TO AMEND THE ORIGINAL SOLICITATION PER THE ATTACHED DOCUMENTATION.						
0001	1	LS		205-43		
PERIPHERAL DEVICES AND ACCESSORIES, COMPUTER SYSTEM						

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: ISCN0098
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:

To extend the bid opening date to 7/03/2013 at 1:30 PM
To provide answers to technical questions

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

Technical Questions

ISCN0098

1. What tools does WVOT use to currently manage their hardware and software assets? Are they using/benefiting from all of the features of their current solution? Yes to which features? No to which features?
A. N/A, there's no current solution for the inventory tracking needs of this requisition.
2. Does WVOT have a Configuration Management Database (CMDB) today?
A. We currently use Microsoft System Center Configuration Manager SCCM 2007, but we plan to upgrade to SCCM 2012 within the next few months.
3. Does WVOT have visibility into their software license compliance today?
A. Yes
4. How does WVOT collaborate and report on the status of their assets and contracts?
A. N/A, see question 1.
5. Should the system only track assets or is vendor and contract tracking an element needed in the system as well?
A. Asset, vendor, and contract tracking should be included.
6. Is the system only going to be used by 5 users as it seems to be indicated in the pricing sheet? Or is it that the system needs 5 administration users and other users will need to have access and input into the system?
A. Only 5 concurrent users are currently planned or needed, but the ability to expand at a later date would be helpful.
7. How many employees work within WVOT?
A. Approximately 200.
8. What service management system does WVOT currently use? And will this inventory tracking system need to integrate with it?

A. HEAT - Helpdesk Expert Automation Tool. Yes, linkage would be beneficial.

9. What type of financial system does WVOT or its accounting department currently use? Will this inventory tracking system need to integrate with it or other systems?

A. The inventory tracking system will not need to integrate with current financial systems.

10. What type of reporting information will be important for WVOT to see on a daily, weekly and monthly basis?

A. Ad-hoc weekly and monthly base reports on asset, vendor, and contract tracking could be required.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: ISCN0098

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 acknowledgement should be submitted with the bid to expedite document processing.
Revised 6/8/2012