



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

Solicitation

NUMBER
AGO10814

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
BUYER 44 304-558-2306

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

OFFICE OF THE ATTORNEY GENERAL
 BUILDING 1, ROOM E26
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0220 304-558-2021

DATE PRINTED
02/12/2014

BID OPENING DATE: 02/19/2014

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				ADDENDUM ISSUED TO:		
				1. PROVIDE RESPONSES TO QUESTIONS SUBMITTED REGARDING THE ORIGINAL SOLICITATION. QUESTIONS AND ANSWERS ARE ATTACHED.		
				2. TO PROVIDE ADDENDUM ACKNOWLEDGEMENT. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN THE DISQUALIFICATION OF YOUR BID.		
				***** END OF ADDENDUM NO.1 *****		

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: AGO10814
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:

Addendum #1 issued to publish vendor submitted questions and Agency responses.

NO OTHER CHANGES

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

RFQ#AGO10814

Legal Case Management Software

Technical Questions & Answers

Question#1: Is the Attorney General's Office (AGO) currently using LawBase for case management?

Answer#1: No

Question#2: Is this RFQ for an upgrade to LawBase or for a replacement case management system?

Answer#2: No

Question#3: Specification Item 3.2.1.1.4 references legacy database migrations. Can you provide more detail on the data conversion requirements of this project?

Answer#3: There are 10 Agency databases in SQL server 2005 that should be migrated into SQL 2012 and the Case Management system. Each Agency database should be less than 50 tables and less than 750 megabytes in size. The front-end interface/application was custom made for the Agency in Microsoft Access. The Agency requires Microsoft Access' interface be replaced by the Legal Case Management System graphical user interface for a consistent user experience.

Question#4: Why is the RFQ requesting that training be done remotely? Will the AGO consider on-site training for some parts of the training requirements?

Answer#4: Training requirements are specified in 3.2.1.5.1, 3.2.1.5.2, 3.2.1.5.3.

Question#5: What is the estimated budget for this project?

Answer#5: The State of WV does not reveal budgetary information during the bid process.

Question#6: Has the AGO seen demonstrations of other software case management systems? If so, how recently were those demonstrations and which case management systems were demonstrated.

Answer#6: This question does not pertain to any technical specification in the RFQ.

Question#7: The RFQ specifies in multiple locations a requirement to be compatible with Worldox GX3. With Solicitation AGO 9214 not yet awarded does this mean there were decisions previously established regarding the technical requirements and architecture prior to the open competition for said solution affecting both Solicitations?

What is/was the process taken to evaluate and choose the suggested solutions Worldox and Lawbase? Did we miss the opportunity to be involved in this process?

Answer #7: This question does not pertain to any technical specification in the RFQ.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: AGO10814

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