



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

Solicitation

NUMBER
AG09214

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
BOB KILPATRICK 304-558-8802

VENDOR	RFQ COPY
	TYPE NAME/ADDRESS HERE

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

DATE PRINTED
01/07/2014

BID OPENING DATE: 01/15/2014 BID OPENING TIME 01:30PM

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: AGO9214
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.

RFQ#AGO9214

ATTACHMENT A

Legal Document Management Software

Technical Questions & Answers

Question#1: (Referring to Section) "3.2.1.8: Is WV Attorney General's office seeking an environment that is "data" autonomous? Does this mean all system servers and data located at a single physical location within the control of the WV Attorney General's office while accessible from multiple remote locations throughout the state and elsewhere?"

Answer#1: The Office of the Attorney General is requesting Worldox GX3 Professional or equivalent and the ability for users to access documents if the central database is offline as stated in 3.2.1.1, especially if the database is in a separate physical location.

Question#2: "Does section 3.2.1.4 refer to client side SQL licenses only?"

Answer#2: 3.2.1.4 refers to any requirement for a paid SQL license.

Question#3: (Referring to Section) "4.1 – Resume and Experience. As a previous Mandatory requirement of the proposed DMS states 'the Legal Document Management System must support a multi-location, multi-database implementation' (3.2.1.8); is it correct that all references and resume experience should be based with this requirement in mind? Is it correct that this must include demonstration and reference of 5 years experience of these type installations with over 200 users?"

Answer#3: References and resume experience do not need to document five years experience with multi-location, multi-database implementation; however, at least one implementation included within the five years' documented experience must have been for at least 200 users.

Question#4: (Referring to Section) "6.1.1.3. Vendor must index 'legacy data'. Does this mean the import of data into the system? If so, what types of data (file types) and what is the quantity of the data? Where does this data currently reside?"

Answer#4: Vendor must ensure any documents that are searchable become indexed when they are migrated or imported to the Legal Document Management System. In addition to the software listed in 3.2.1.4 the Agency requires that audio and video file names be indexed. The Agency has approximately 600 gigabytes of data on three (3) file servers and approximately 300 gigabytes of data on one (1) e-mail sever. The Agency data currently resides on a Windows Server 2012 fileshare.

Question#5: "Multiple explicit references have been made to a particular potential vendor in both the technical and the pricing sections. This may be in conflict with the requirement to demonstrate 5 years' experience in robust implementation of over 200 users. Is this to indicate this is the least capable solution that is acceptable? Is there any preference given to solutions that exceed this

minimum and have many years of specific experience with state government agencies including attorney general offices?"

Answer#5: The RFQ specifications for Worldox GX3 Professional or equivalent were provided to establish the minimum level of quality required to meet or exceed the mandatory requirements. The Contract shall be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall Total Fixed Price, as shown on the Pricing Pages. No preference is given to vendors or products which may exceed the minimum mandatory requirements of the specifications.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: AGO9214

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