



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

**Solicitation**

NUMBER
LOT519

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
EVELYN MELTON 304-558-2306

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

WEST VIRGINIA LOTTERY  
  
 900 PENNSYLVANIA AVE  
 CHARLESTON, WV  
 25302 304-558-0500

DATE PRINTED
03/12/2014

BID OPENING DATE: 03/25/2014

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				ADDENDUM ISSUED:		
				1. TO PROVIDE RESPONSES TO VENDORS' QUESTIONS REGARDING THE ABOVE SOLICITATION.		
				2. TO PROVIDE VENDORS A COPY OF THE MANDATORY PRE-BID SIGN-IN SHEETS.		
				3. TO PROVIDE ADDENDUM ACKNOWLEDGMENT. 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'



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

**Solicitation**

NUMBER
LOT519

PAGE
2

ADDRESS CORRESPONDENCE TO ATTENTION OF
EVELYN MELTON
304-558-2306

RFQ COPY

TYPE NAME/ADDRESS HERE

V  
E  
N  
D  
O  
R

WEST VIRGINIA LOTTERY

S  
H  
I  
P  
T  
O

900 PENNSYLVANIA AVE  
 CHARLESTON, WV  
 25302 304-558-0500

DATE PRINTED
03/12/2014

BID OPENING DATE: 03/25/2014

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	HR		920-45		
		APPLICATION XTENDER		- PROFESSIONAL SERVICES RATE		
0002	1	HR		920-45		
		APPLICATION XTENDER		- ANALYSIS RATE		
0003	1	HR		920-45		
		APPLICATION XTENDER		- TRAINING RATE		
0004	1	HR		920-45		
		APPLICATION XTENDER		- PROJECT MANAGEMENT RATE		
0005	1	HR		920-45		
		APPLICATION XTENDER		- OVERTIME/EMERGENCY RATE		

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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

**Solicitation**

NUMBER
LOT519

PAGE
3

ADDRESS CORRESPONDENCE TO ATTENTION OF
EVELYN MELTON 304-558-2306

RFQ COPY

TYPE NAME/ADDRESS HERE

V  
E  
N  
D  
O  
R

WEST VIRGINIA LOTTERY

S  
H  
I  
P  
T  
O

900 PENNSYLVANIA AVE  
 CHARLESTON, WV  
 25302 304-558-0500

DATE PRINTED
03/12/2014

BID OPENING DATE: 03/25/2014

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFQ LOT519 ***** TOTAL: _____						

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: LOT519**  
**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:**

1. To provide responses to Vendors' questions.
2. To provide Vendors a copy of the mandatory pre-bid meeting sign-in sheet.
3. 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 acknowledgement should be submitted with the bid to expedite document processing.

# ATTACHMENT A

## ADDENDUM NO. 1

### QUESTION & ANSWER – LOT519

1. Page 8, section 6: In this section the inclusion of price adjustments is addressed. Can you clarify if you will accept either listing annual renewal rates in the RFQ bid or some language around how price adjustments are to be provisioned in the bid during annual renewal periods, if our company deems that adjustments be included with our bid.

**A: This section indicates that pricing set forth in this contract will be for the life of the contract, unless otherwise specified. This RFQ does not specify alternative pricing as a result this will be a fixed price contract.**

2. Page 10, Section 8 under License(s) / Certifications / Permits: If the software does not have an accreditation or certification program available, what other verification would you accept as evidence of the skills and ability of our resources?

**A: The certifications outlined in this section are mandatory requirements to support the experience necessary for the Lottery project. These certifications are standard in the Document Imaging and Project Management industry. No substitutions will be considered.**

3. Page 11, Section 14: please provide guidance on obtaining registration with your purchasing department in the chance our company is not yet registered.

**A: A detailed explanation of the Vendor Registration Process is located on the Purchasing Division's website.**

**<http://www.state.wv.us/admin/purchase/vrc/default.html#VendorResourceModules>**

4. Page 13, Section 31: Elsewhere in the RFQ it states that the signing of this bid represents a contract and is bound by the conditions in the RFQ, however in this section is covers possible changes by the Vendor and that these changes may be considered upon approval of the Purchasing Division. How do we address changes in the RFQ as part of our bid if changes are deemed necessary by our company's legal department?

**A: The terms and conditions outlined in this RFQ are binding. If changes are required, they must be made by mutual consent and approved by the Purchasing Division. Any modification would be handled through the formal change order process. Vendor cannot act on any modification without an approved change order.**

5. Page 19, section 1, second paragraph states "firm fixed not to exceed" price in each SOW. Please confirm that these will be Time and Material SOW's and not Fixed Fee.

**A: Each Statement of Work (SOW) will include estimated hours at the rates established for each type of activity. The total estimated fees will be a firm not to**

**exceed price, subject to SOW approval. The Vendor is permitted to bill expenses up to the not to exceed price.**

6. Page 21, section 3.2: states a "minimum" of two full time employees; can additional resources be added who are from a 3rd party or do all resources have to be a full time employee of the vendor.

**A: Any employee that is being utilized as a resource for this project must be a W-2 employee staff member of the company responding to this RFQ. Section 3.2 further states that, "These employees must work directly for the Vendor and may not be subcontracted employees."**

7. Page 25, section 4.13: Please define the types of "technical support issues" that will warrant the 4 hour on site condition to kick in? A technical support issue that affects one person verses a system down situation, for example? I would think that individual issues would not warrant onsite help, but a complete system down situation would. Can we add language that "reasonable effort" will be made to respond in the times noted?

**A: The WV Lottery is responsible for generating revenue on a 24 x 7 basis. Down time could result in lost revenue; therefore, the four hour onsite response time is a firm mandatory requirement.**

8. Page 26, section 4.14: In order to incorporate travel expenses in our rates, what percentage of any SOW would the Lottery anticipate would need to be onsite? For example if the project is for 10 weeks, would 7 of those weeks, on average, need to be onsite, which would equate to 70%?

**A: It is not possible to estimate the amount of travel involved as each SOW will be developed individually. The WV Lottery utilizes very complex work processes and it is anticipated that the Vendor may need to spend a significant amount of time working onsite.**

Include Racetrack, Greenbrier & Weirton Addresses

Charles Town Races  
Hollywood Casino  
750 Hollywood Drive  
Charles Town, WV 25414

The Greenbrier  
300 West Main Street  
White Sulphur Springs, WV 24986

Mardi Gras Casino  
1 Greyhound Drive  
Cross Lanes, WV 25313

Wheeling Island Casino  
1 South Stone Street  
Wheeling, WV 26003

Mountaineer Casino Racetrack Resort  
ST RT 2 South  
Chester, WV 26034

Weirton Office  
100 Municipal Building, Suite 500  
Weirton, WV 26062



PRE-BID CONFERENCE  
SIGN IN SHEET

Request for Quotation Number:

LOT519

Date:

3/4/2014

PLEASE PRINT LEGIBLY. THIS INFORMATION IS ESSENTIAL TO CONTACT THE ATTENDEES IN A TIMELY MANNER. FAILURE TO DO SO MAY RESULT IN DELAYS IN YOUR COMPANY GETTING IMPORTANT BID INFORMATION.

Firm Name:	WV LOTTERY
Firm Address:	900 PENNSYLVANIA AVENUE CHARLESTON WV 25302
Representative Attending:	BECKY JONES
Phone Number:	(304)558-0500 EXT 242
Fax Number:	(304)558-4183
Email Address:	biones@wvlottery.com

Firm Name:	WV LOTTERY
Firm Address:	900 PENNSYLVANIA AVE CHARLESTON WV 25302
Representative Attending:	KEVIN KANE
Phone Number:	304 558 0500 x 23
Fax Number:	
Email Address:	kkane@wvlottery.com

Firm Name:	EMC CORPORATION
Firm Address:	2600 TOWER OAKS BLVD ROCKVILLE, MD 20850
Representative Attending:	MARK MCINTYRE
Phone Number:	440-897-8044
Fax Number:	866-256-5010
Email Address:	MARK.MCINTYRE@EMC.COM

Firm Name:	WV Lottery
Firm Address:	900 Penn. Ave Charleston WV 25302
Representative Attending:	Kristy James
Phone Number:	204-558-0500 ext 226
Fax Number:	
Email Address:	kjames@wvlottery.com

Firm Name:	GLOBAL SCIENCE & TECH
Firm Address:	2000 GREEN RIVER DR FAIRMONT, WV 26554
Representative Attending:	DANIEL CARTER
Phone Number:	(304) 654-0070
Fax Number:	
Email Address:	DANIEL.CARTER@GST.COM

Firm Name:	WV Lottery
Firm Address:	900 Penn Ave.
Representative Attending:	Danielle Boyd
Phone Number:	304-558-0500 ext 293
Fax Number:	
Email Address:	dboyd@wvlottery.com

**EMC<sup>2</sup>**  
where information lives<sup>®</sup>

**Mark McIntyre**

*Managing Principal*


Cell: 440.897.8044

Fax: 440.550.8011

Direct: 330.468.8423

mcintyre\_mark@emc.com

EMC Corporation 935 Canyon View Road, #304, Sagamore Hills, OH 44067 [www.EMC.com](http://www.EMC.com)

 **GLOBAL SCIENCE & TECHNOLOGY, INC.**

*Partnering for Success*

**Daniel Carter, PMP, MCITP**  
Senior Systems Architect

261 Daugherty Drive  
Barboursville, WV 25504

304.654.0070 (mobile)

[www.gst.com](http://www.gst.com)

Daniel.Carter@gst.com

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: LOT519**

**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<br><br><input type="checkbox"/> Addendum No. 2<br><br><input type="checkbox"/> Addendum No. 3<br><br><input type="checkbox"/> Addendum No. 4<br><br><input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 6<br><br><input type="checkbox"/> Addendum No. 7<br><br><input type="checkbox"/> Addendum No. 8<br><br><input type="checkbox"/> Addendum No. 9<br><br><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