



State of West Virginia
Request For Quotation
Service - Prof

Procurement Folder : 758348

Document Description : Database Administrator

Procurement Type : Agency Master Agreement

Date Issued	Solicitation Closes	Solicitation No			Version	Phase
2020-07-29	2020-08-03 16:30:00	ARFQ	1300	STO2100000003	2	Final

SUBMIT RESPONSES TO:	VENDOR
WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE CHARLESTON WV 25304 US	Vendor Name, Address and Telephone

FOR INFORMATION CONTACT THE

Alberta Kincaid
(304) 341-0723
alberta.kincaid@wvsto.com

Signature X	FEIN #	DATE
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All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION:**ADDENDUM #01 -**

This addendum is issued to respond to questions received by the deadline, and to revise bid response date/time.

*Note: this is an expedited solicitation/acquisition. Please be mindful of the requirements and the bid response date/time for submission.

The West Virginia State Treasurer's office is seeking bids to establish a contract for One (1) Database Administrator per the attached specifications, bid requirements, and terms and conditions.

INVOICE TO	SHIP TO
WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE CHARLESTON WV25304 US	WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE CHARLESTON WV 25304 US

Line	Commodity Line Description	Qty	Unit Issue	Unit Price	Total Price
1	Computer or network or internet security	300.00000	HOURL		

Commodity Code	Manufacturer	Model #	Specification
81111801			

Extended Description

Estimate of Hours for Project

SCHEDULE OF EVENTS		
Line	Event	Event Date
1	Vendor Questions Due by 3:00pm EST	2020-07-28

SOLICITATION NUMBER: ARFQ STO2100000003

Addendum Number: 01

The purpose of this addendum is to modify the solicitation identified as **ARFQ STO2100000003** (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- ☒ [X] Modify bid opening date and time (see below)
- ☐ [] Modify specifications of product or service being sought
- ☒ [X] Attachment of vendor questions and responses
- ☐ [] Attachment of pre-bid sign-in sheet
- ☐ [] Correction of error
- ☐ [] Other

****Modify bid opening date and time** The date remains the same (8/3/2020), but the time has been changed to 4:30pm EST**

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.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: ARFQ STO2100000003

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 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.

ADDENDUM #01
ARFQ STO2100000003

Question 1: I want to confirm if we need to submit resumes of the candidates? If yes, then how many and are they supposed to be actual candidates who will be working on the project or only sample resumes would work just to showcase the quality which we will be submitting after getting the contract?

Answer 1: Vendor does not have to submit a resume with its bid response, just the hourly rate for the DBA services. Once an award is made to the lowest bidder, vendor will be required to provide the Agency with one or more candidates fitting the hourly price bid, with resumes and certifications. An interview will be conducted telephonically or virtually of the submitted candidate(s) and either be approved or request for another candidate option. Once a candidate is chosen by the Agency, it is strongly preferred that the original candidate remain with the initial project until it is completed and accepted by the Agency. The Agency is seeking a single resource to perform the work for the initial project. However, the Agency reserves the right to request a replacement due to sub-par performance on the project or other issues with the original candidate.

Question 2: Is it ok with the Dept if we apply for the license after getting the award of the contract? Which will take almost 15 working days due to this pandemic situation.

Answer 2: In order for a contract/purchase order to be issued, the Vendor has to be listed within wvOASIS. The Agency reserves the right to review the timeframe upon evaluation for this issue as there are multiple registrations that are required to be in place in order to do business in and with the State of West Virginia.

Question 3: Can vendors utilize a blend of on-shore and off-shore resources on this project?

Answer 3: It is preferred that the proposed staff is in the CONUS, however, if the resource can speak fluent English and is willing to work during the typical Eastern Standard Time zone, which are designated as 7:00am – 5:00pm EST, a blended resource could be acceptable. The Agency is seeking a single resource to perform the work for the initial project. However, the Agency reserves the right to request a replacement candidate if the communication skills are lacking, or due to sub-par performance on the project or other issues with the original candidate.

Question 4: Is STO looking more for an SQL developer or a technical engineer?

Answer 4: The WV STO is looking for a Database Administrator.

Question 5: For the existing platform:

- i. Can you provide a spec sheet or overview of the E-pay system?
- ii. What version of SQL was the original framework built around?
- iii. Are there any re-usable entities?
- iv. What form of Normalization is the current environment built to?

Answer 5: We are unable to provide this information or further details until after contract award.

Question 6: Will STO only use this as a OLTP system or will we need to factor analytics?

Answer 6: OLTP; we are not seeking/doing analytics-analysis services databases at this time.

Question 7: If STO is on-Prem are you looking to stay on-Prem or open to cloud options as well?

Answer 7: We are unable to provide this information or further details until after contract award.

Question 8: E-Pay is one application mentioned in the RFQ; however, will other applications need to be taken into consideration?

Answer 8: The scope is not limited to a single application.

Question 9: Do you have a current database diagram or data dictionary of your environment?

Answer 9: We are unable to provide this information or further details until after contract award.

Question 10: Is the request for overall design of the underlying databases architecture or does it also require heavy code rewrites?

Answer 10: The request is for a DBA to examine existing database structures and ones currently under development.

Question 11: PCI compliance was mentioned. Are there any other compliances we need to be aware of?

Answer 11: No

Question 12: Can STO clarify if the General Terms and Conditions form needs to be signed and submitted if proposal are being submitted via wvOASIS? Reference language "By signing below, or submitting documentation through wvOASIS"?

Answer 12: Yes, the affirmation page at the end of the General Terms and Conditions should be submitted with the vendor's bid response, or, within 24 hours of Agency request.

Question 13: If signed form is required, will STO accept electronic signatures on the General Terms and Conditions form?

Answer 13: So long as the signatory has the authority to sign and legally bind the company and its offer, we will tentatively accept an electronically signed response unless our legal review advises otherwise upon the intent to award. The STO will accept signed forms via email, wvOASIS submission, or by facsimile.