

**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF GENERAL SERVICES
DIVISION OF PURCHASES AND SUPPLY
805 EAST BROAD STREET
RICHMOND, VA 23219**

July 10, 2000

ADDENDUM NO. 1, TO ALL BIDDERS:

Reference:	RFP No.:	194:0-12RPB
	Issue Date:	June 15, 2000
	Description:	Electronic Procurement Solution
	For Delivery To:	Commonwealth of Virginia
	Proposal Submission Deadline:	2:00 p.m., August 9, 2000
	Proposal Submission Deadline Changed To:	No Change

Please note the below-listed changes made on this Request for Proposals (RFP):

1. **Reference RFP Section 2.1.** Change the second bullet as follows:

From: "Approximately 185 state agencies,, institutions and other state entities."
To: "Approximately 185 towns, 96 counties and 40 cities."

2. **Reference RFP Section 3.5.3.c.(1).** Add the following additional sentence: "All COVA owned data **shall** be available in an open access format."

RFP section 3.5.3.c.(1) now reads as follows:

(1) All stored data and information **shall** be owned by the Commonwealth. All COVA-owned data **shall** be available in an open access format.

3. **Reference RFP Section 4.2.5.** Replace the originally-provided RFP Section 4.2.5, in its entirety, with the following:

4.2.5 An executive summary of the proposed Solution that includes:

- a. a high level web map;
- b. an overview of the proposed functionality;
- c. a description of Internet search features;
- d. the components (including specific hardware and software) which will be utilized to deliver the proposed Solution;
- e. how those components are integrated with each other; and
- f. the underlying technical approach to the proposed Solution.

4. **Reference RFP Section 4.2.6.** Change this section as follows:

- In the first sentence change "clients" to "client references".
- At the end of this section, add the following two additional sentences: "If desired, the Offeror may substitute client references for whom its proposed partners/subcontractors have provided the same or similar services

required to deliver the proposed Solution; however, no less than one of the three required client references shall be for the Offeror. Offerors may submit more than the minimum requirement of three references.”

RFP Section 4.2.6 now reads as follows:

A list of three (3) client references for whom your firm has provided the same or similar services required to deliver the proposed Solution. This list must include the name and location of each client site and identify contact names and telephone numbers. If desired, the Offeror may substitute client references for whom its proposed partners/subcontractors have provided the same or similar services required to deliver the proposed Solution; however, no less than one of the three required client references shall be for the Offeror. Offerors may submit more than the minimum requirement of three references.

5. **Reference RFP Section 4.2.25.** Changed this section as follows:

- In the last sentence, delete “or” after “Pressman’s Process Advisor,”
- In the last sentence, add “, or another similar evaluation model (independent or self-evaluation) used by the Offeror.” after “Jones’ certification criteria”.
- After completing the previous changes to the last sentence, add the following:

“To assist the Offeror in responding to the requirements of this RFP Section 4.2.25, COVA has developed RFP Attachment F which includes the following sections:

Tab 1: Deliverable X-Ref. This worksheet is a “Cross Reference Table for Deliverables Listed In RFP Section 3.6.4.b”. Submission of this completed worksheet is mandatory.

Tab 2: Questionnaire Instructions. This worksheet includes instructions and definitions relative to completing the questionnaire provided at Tab 3.

Tab 3: Questionnaire. This worksheet is the “Applications development Process Assessment Questionnaire” for which instructions are provided at Tab 2. Use of worksheet/worksheet format is optional. The Offeror may choose to use any independent or self assessment tool containing similar information.”

RFP Section 4.2.25 now reads as follows:

Describe the Offeror’s system development methodology. Describe how the methodology ensures quality, long-term flexibility, reuse and optimal total cost of ownership. Describe what provisions the methodology has to support opportunistic projects that must focus on low initial costs and quick time to market. Provide an applications development process assessment of certification based on SEI’s Capability Maturity Model, ISO900x, ISO15504, Pressman’s Process Advisor, Jones’ certification criteria, or another similar evaluation model (independent or self-evaluation) used by the Offeror. To assist the Offeror in responding to the requirements of this RFP Section 4.2.25, COVA has developed RFP Attachment F which includes the following sections:

Tab 1: Deliverable X-Ref. This worksheet is a “Cross Reference Table for Deliverables Listed In RFP Section 3.6.4.b”. Submission of this completed worksheet is mandatory.

Tab 2: Questionnaire Instructions. This worksheet includes instructions and definitions relative to completing the questionnaire provided at Tab 3.

Tab 3: Questionnaire. This worksheet is the “Applications development Process Assessment Questionnaire” for

which instructions are provided at Tab 2. Use of worksheet/worksheet format is optional. The Offeror may choose to use any independent or self assessment tool containing similar information.

Note: The above-referenced RFP Attachment F is an MS Excel Workbook; is incorporated by reference as Appendix 1 to this RFP Addendum No. 01; and can be downloaded from the DPS E-Procurement RFP Documents List at www.dgs.state.va.us/dps/e-pro-rfp.

6. **Reference RFP Section 4.2.32.b.(1).** Delete paragraph 6 (“Part V – Economies of Scale Worksheet”) in its entirety.
7. **Reference RFP Attachment E, Price and Revenue MS Excel Workbook.**
 - a. Delete Schedule A – Part V, Economies of Scale Worksheet in its entirety. This worksheet is located at the MS Excel workbook tab labeled “Part V”.
 - b. Delete the Detailed Instructions for Schedule A, Part V: Economies of Scale Worksheet. These instructions are located at the MS Excel workbook tab labeled “Instructions”.
8. **Reference RFP Section 4.2.32.b.(3).** Change this section as follows:
 - Change the section title from “Estimated Metrics” to “Hypothetical Metrics”.
 - Insert the word “hypothetical” in front of “metrics” in the first and second sentences of the first paragraph.
 - Delete the words “and estimates” from the first and second sentences of the first paragraph.
 - Insert the word “hypothetical” in front of “metrics” in the first sentence of the second paragraph.
 - Delete the words “and estimates” from first sentence of the second paragraph.
 - Replace the word “estimates” with “hypothetical metrics” in the first sentence of the second paragraph.
 - Immediately following the second paragraph, change the first column header from “Metric” to “Hypothetical Metrics:” and delete the second column header (i.e., “Estimate”).

RFP Section 4.2.32.b.(3) now reads as follows:

(3) Hypothetical Metrics

The following hypothetical metrics are provided only to assist Offerors in preparing Schedules A and B. Proposals should be based on these hypothetical metrics. If any additional metrics are used in preparing the Schedules, they should be clearly identified in a separate schedule.

These hypothetical metrics are not to be construed as actual volumes or guaranteed levels; the Contractor shall perform the contract at agreed-upon contract prices and fees based on actual usage, regardless of whether such actual usage is more or less than the hypothetical metrics provided below or estimates otherwise indicated in the RFP.

HYPOTHETICAL METRICS:

User Training:	100 employees
IT Support Staff Training:	20 employees
“Train-the-Trainer” Training:	20 employees
# of COVA Entity Buyers:	1,000 buyers
# of COVA Entity Charge Card Users:	1,800 users
# of Registered Vendors:	40,000 vendors

Annual COVA Entity Procurement Total (all types)	\$1 Billion (goods & services)
Annual # of Solicitations:	60,000 solicitations
Annual # of Purchase Orders(non-charge card):	100,000 orders
Annual # of Charge Card Transactions:	250,000 transactions
Annual # of COVA Entity Contracts:	10,000 contracts
Annual # of Statewide Contracts:	1,000 state contracts

9. **Reference RFP Attachment B, Section 3.2.2.a.(1).** Change the fourth bullet as follows:

- From: "EFT Information (see www.state.va.us/doa/docs/projects/EDI/edinew.htm)"
- To: "EFT Information (see www.doa.state.va.us/procedures/GeneralAccounting/EDI/handbook.pdf)"

10. "COVA Responses to Questions Received From Potential Offerors" is incorporated by reference as Appendix 2 to this RFP Addendum No. 01 and can be downloaded from the DPS E-Procurement RFP Documents List at www.dgs.state.va.us/dps/e-pro-rfp.

11. There is no change to the originally scheduled deadline (2:00 p.m., August 9, 2000) for submission of proposals in response to RFP # 194:0-12RPB.

A signed acknowledgment of this addendum must be received by this office either prior to the RFP due date and hour or attached to your proposal. Signature on this addendum does not constitute your signature on the original RFP document. The original RFP document must be signed also.

Sincerely,

[Signed 07/10/00]

Rebecca P. Barnett, CPPB, VCO
Technology Contracting Officer
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Attachments: The below listed attachments are incorporated by reference and can be downloaded from the DPS E-Procurement RFP Documents List at www.dgs.state.va.us/dps/e-pro-rfp.

- Appendix 1, RFP Attachment F
- Appendix 2, COVA Responses to Questions Received From Potential Offerors

Name of Firm: _____

Signature/Title: _____

Date: _____