

# State of Colorado

Department of State



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## **Independent Verification and Validation for the Campaign Finance Project**

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**Answers to Bidder Questions  
January 15, 2009**

The following questions related to the Colorado Campaign Finance IV&V Bid Request were submitted prior to the deadline to submit questions. The answers accompany each question below.

1. **Question:** (Section 5.2 Company Overview) We do not currently work in Colorado and do not have an office in Colorado; therefore, how do we acquire the Certificate of Good Standing?

**Answer:** There are procedures for filing to do business in Colorado, whether or not your company is a Colorado entity or a foreign (outside Colorado) entity. You should review the Business section of the Secretary of State website at:

[www.sos.state.co.us](http://www.sos.state.co.us)

and/or call the Business Division at 303-894-2200, phone option #2, to receive proper instructions on doing business in Colorado.

2. **Question:** (Section 1 Background) Can you please provide the anticipated start and completion dates for the Quest Information Systems Implementation Project?

**Answer:** The implementation contract with Quest was signed on December 8, 2008 and project activities started immediately. The production rollout of the campaign finance application is scheduled for June 30, 2009. Quest has a 4-month warranty support period following production rollout, followed by an application support period through June 30, 2010.

3. **Question:** (Section 2.7 Bid Submission) What format would the State like to have the proposal submitted in (Word, PDF, etc.)? How many hard copies of the proposal are requested? Does the State want a copy of the proposal in electronic format?

**Answer:** MS Word format. One hardcopy mailed or delivered to the CDOS address specified in Section 2.7 of the Request for Bids. In addition, please email an electronic copy to [len.vest@sos.state.co.us](mailto:len.vest@sos.state.co.us).

4. **Question:** (Section 2.7 Bid Submission) Based on the information found in the proposal it appears that the cost proposal does not need to be separate (Executive Summary Reference, Cost Proposal Section), is this assumption correct?

**Answer:** Yes, the Vendor Response can be one document containing the five sections specified in Section 5 of the Request for Bids. The resumes requested in Section 5.4 may be included as an attachment to the Vendor Response.

5. **Question:** (Section 2.9 Bid Prices) Is the proposed pricing to be Fixed Price or Time & Materials with a not to exceed?

**Answer:** Time & Materials. The current project budget is estimated to accommodate approximately \$50,000 of IV&V services. The initial IV&V activity will be to work with CDOS staff to establish an IV&V project plan that includes tasks and estimated hours to complete each task. The key tasks will be reviews of product deliverables and creation of reports of findings. CDOS will work with the IV&V vendor to prioritize the tasks that address the higher risk areas of the project. The goal is to maximize the benefits of IV&V with the available budget.

6. **Question:** (Section 4.1 General Requirements) The last sentence in the section indicates that the IV&V resources should have “knowledge with hosting center infrastructure planning and implementation”. Can you provide any additional clarifying information on this requirement?

**Answer:** The implementation vendor will be delivering a Technical Architecture Design document that describes the physical implementation of the campaign finance application, including areas such as hardware, system software, network, security, etc. CDOS desires an IV&V resource that has experience with evaluating technical architecture designs for hosted web application implementations and the ability to identify weaknesses and risks associated with such designs.

7. **Question:** (Section 4.1 General Requirements) Has the implementation vendor (Quest Information Systems) started work on the project to date? If so, can you provide a summary of the work completed to date?

**Answer:** Yes, Quest Information Systems began work immediately after contract signing on December 8, 2008. To date, a project portal has been established, the project planning documents have been delivered, and the baseline COTS software has been delivered. Two of three scheduled Joint Application Design sessions have been completed to clarify requirements. Designs for modification to the COTS system are being prepared based on completed JAD work. Note: A project Deliverable schedule is included below to aid in your understanding.

8. **Question:** (Section 4.2 Specific Requirements) Can a more specific list of project deliverables (i.e. Project Planning Documents) be provided that the IV&V Vendor will be required to review?

**Answer:** Yes. Please see the Deliverable schedule included at the end of these questions and answers. As stated in the answer to Question #5 above, CDOS and IV&V will work together to determine review priorities for the project deliverables and schedule tasks accordingly to maximize the benefits of IV&V, while respecting budgetary constraints.

9. **Question:** Per Section 3.1, you indicate a project location. Do you anticipate the contractor being on-site for all IV&V activities or just the ones that involve face-to-face interaction with CDOS Campaign Finance Project constituents (i.e. meetings, one-on-ones, etc.)?

**Answer:** CDOS believes that on-site IV&V activities will be minimal and will primarily be meetings with project management (Quest and CDOS). Follow-up questions can be addressed by conference phone calls. IV&V may be asked to participate in onsite Steering Committee meetings, scheduled monthly.

10. **Question:** If the contractor is on-site for all IV&V activities, will a proper work environment be provided complete with a desk, chair, phone, computer, printer and office supplies?

**Answer:** CDOS does not anticipate IV&V resources having typical workspace at CDOS. Meetings will be conducted in conference rooms. IV&V resources will have secure access to the project portal, which will contain all project deliverable documents and other project artifacts. Access to the application test environment, if needed, will also be available remotely through secure access.

11. **Question:** Is the developer currently located at the location specified in Section 3.1? If not, please provide the developer location.

**Answer:** The majority of Quest Information System staff working on the project will permanently reside at Quest headquarters in Indianapolis, Indiana. The Quest project manager, analysts and trainers will be onsite at CDOS on an as needed basis (i.e. JAD sessions, data migration, training).

12. **Question:** In Section 4.1, you state “CDOS envisions one or two part-time IV&V staff...”. Would it be acceptable if the IV&V team were made up of more than 2 people?

**Answer:** CDOS is not averse to more than two IV&V staff being on the project. The feasibility and strategy behind the number of staff proposed should be addressed in the Project Approach section of your proposal.

13. **Question:** In Section 4.1, you state “...over a six month period to provide the services desired.” The table provided in Section 2.4 states a start date of February and completion date of June, which is 5 months. Can you please clarify the anticipated duration?

**Answer:** The scheduled production rollout for the system is June 30, 2009. CDOS anticipates there may be IV&V reviews in July 2009 to evaluate the success of the production rollout, evaluate adequacy of user training, and participate in documentation of lessons learned.

14. **Question:** Has the development vendor begun development on the system? If so, at what phase are they currently?

**Answer:** Please see answer to Question #7.

15. **Question:** Is attaining a DoD security clearance sufficient evidence of a “security background check”? If not, can you please provide clarification on what constitutes sufficient evidence?

**Answer:** Yes

16. **Question:** Can you please provide a copy of the standard contractual terms and conditions?

**Answer:** See Model IV&V Contract that is posted on the Campaign Finance project CDOS webpage at:

<http://www.elections.colorado.gov/DDefault.aspx?tid=1039>

## Campaign Finance Project Deliverable Schedule

Deliverable	Due Date
Deliverable: Project Plan	15-Dec-08
Deliverable: Status Reports	31-Dec-08
Deliverable: Project Website	15-Dec-08
Deliverable: COTS Campaign Finance Application Software	31-Dec-08
Payment for Milestone #1 Holdback	31-Dec-08
<b>Milestone # 1 - Project Initiation</b>	<b>31-Dec-08</b>
Deliverable: Status Reports	31-Jan-09
Deliverable: Project Plan	31-Jan-09
Deliverable: Test Strategy Plan	31-Jan-09
Deliverable: System Test Plan	28-Feb-09
Deliverable: User Acceptance Test Plan	28-Feb-09
Deliverable: System Acceptance Criteria	31-Jan-09
Deliverable: Security Plan	31-Jan-09
Deliverable: Technical Architecture Design	31-Jan-09
Deliverable: Updated System Requirements Table	31-Jan-09
Deliverable: Detail Design for Colorado Customization	28-Feb-09
Payment for Milestone #2 Holdback	31-Jan-09
<b>Milestone # 2 - Add'l Project Planning &amp; Customizations Design</b>	<b>28-Feb-09</b>
Deliverable: Training Plan	15-Mar-09
Deliverable: Status Reports	28-Feb-09
Deliverable: Project Plan	28-Feb-09
Deliverable: System Test Results	28-Feb-09
Deliverable: Configured Software	28-Feb-09
Payment for Milestone #3 Holdback	28-Feb-09
<b>Milestone # 3 - Software Build #1</b>	<b>15-Mar-09</b>
Deliverable: System Test Results	20-Apr-09
Deliverable: Status Reports	31-Mar-09
Deliverable: Status Reports	30-Apr-09
Deliverable: Project Plan	31-Mar-09
Deliverable: Project Plan	30-Apr-09
Deliverable: Configured Software	20-Apr-09
Payment for Milestone #4 Holdback	20-Apr-09
<b>Milestone # 4 - Software Build #2</b>	<b>30-Apr-09</b>
Deliverable: System Test Results	10-Jun-09
Deliverable: Training Materials	10-Jun-09
Deliverable: Documentation	31-May-09
Deliverable: Configured Software	10-Jun-09
Payment for Milestone #5 Holdback	10-Jun-09
<b>Milestone # 5 - Final Software Build</b>	<b>10-Jun-09</b>
Deliverable: Data Migration Plan	31-Jan-09
Deliverable: Data Migration Detail Design	28-Feb-09

Deliverable	Due Date
Deliverable: Data Migration System Test Results	30-Apr-09
Deliverable: Data Migration to Production Environment	30-Jun-09
Payment for Milestone #6 Holdback	30-Jun-09
<b>Milestone # 6 - Data Conversion</b>	<b>30-Jun-09</b>
Deliverable: Performance & Security Test	10-Jun-09
Deliverable: Status Reports	31-May-09
Deliverable: Status Reports	30-Jun-09
Deliverable: Project Plan	31-May-09
Deliverable: Project Plan	30-Jun-09
Deliverable: Installation and Configuration Guide	15-May-09
Deliverable: Implementation Plan	15-May-09
Deliverable: Train User Acceptance Test Participants	10-Jun-09
Deliverable: User Acceptance Test	30-Jun-09
Deliverable: Help Desk Plan	30-Jun-09
Deliverable: Train Users	30-Jun-09
Deliverable: System Implementation Rollout Readiness Report	30-Jun-08
Deliverable: Implementation Rollout	30-Jun-09
Payment for Milestone #7 Holdback	30-Jun-09
Payment for Project Holdback	30-Jun-09
<b>Milestone # 7 - Implementation</b>	<b>30-Jun-09</b>