

State of Colorado

Department of State



Independent Verification and Validation for the Campaign Finance Project

**Request for Bids
January 9, 2009**

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SECTION 1: BACKGROUND

Approximately ten years ago, the Colorado Department of State (CDOS) developed an in-house software application to collect, process and report campaign finance contributions and expenditures. Since implementation of this system, there have been many changes to campaign finance legislation and rules. Over time, the sophistication of campaign committee and public needs related to the processing and access to campaign contributions and expenditures has greatly increased. As a result, it became apparent that the existing campaign finance system needed to be overhauled or a new system acquired.

In 2007, Senate Bill 07-259 was passed directing the CDOS to improve the automation of campaign finance processes. After consideration, CDOS decided the best approach would be to acquire and implement an existing modern campaign finance software application. A project was started and a Request for Proposals (RFP) was issued in June 2008, followed by vendor proposal evaluations, vendor selection and contracting activities. Documentation related to the vendor solicitation and selection process is available on the Colorado Secretary of State website at:

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

An important component of the Campaign Finance project will be the contribution of Independent Verification and Validation (IV&V) services. There are various areas of IV&V expertise needed on this project. The following sections of this document will address those areas of need and explain how IV&V vendors should respond to this Request for Bids.

SECTION 2: ADMINISTRATIVE INFORMATION

2.1 Issuing Office

This request is issued by the CDOS. The CDOS is the sole point of contact concerning this request.

2.2 Official Means of Communication

This request, answers to all Vendor questions, and other IV&V related announcements will be communicated through postings to the Campaign Finance Project website at:

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

2.3 Statement of Purpose

This document provides prospective Vendors with sufficient information to enable them to prepare and submit bids for consideration that will achieve CDOS goals for IV&V services.

2.4 Schedule of Activities

| ACTIVITY | DATE & TIME (MST) |
|--|----------------------|
| Bid Request Posted on Campaign Finance website and the State of Colorado BIDS website. | January 9, 2009 |
| Prospective Vendors Written Inquiry Deadline | January 13, 2009 3pm |
| Answers to Written Inquiries Posted | January 15, 2009 3pm |
| Bid Submission Deadline | January 21, 2009 3pm |
| CDOS Evaluation Completion (Estimated) | January 28, 2009 |
| Award Announced (Estimated) | January 29, 2009 |
| IV&V Consulting Start Date | February 2009 |
| IV&V Consulting End Date (Estimated) | June 30, 2009 |

2.5 Inquiries

Vendors may make email inquiries to obtain clarification concerning this bid request. No inquiries will be accepted after the date and time indicated in the §2.4 Schedule of Activities. Send all email inquiries to:

jen.vest@sos.state.co.us

Responses to vendor inquiries will be emailed to the sending vendor and posted (without vendor identification) to the Campaign Finance website. The “official” response to vendor inquiries will be the response posted on the Campaign Finance website under heading “Responses to IV&V Vendor Inquiries”.

2.6 Modification or Withdrawal of Bid Submission

Bid submissions may be modified or withdrawn by a Vendor prior to the Bid Submission Deadline shown in the §2.4 Schedule of Activities.

2.7 Bid Submission

Bids must be received on or before the date and time indicated in the §2.4 Schedule of Activities. Late bids will not be accepted. Vendors mailing their bids shall allow sufficient mail delivery time to ensure receipt of their bids by the specified deadline. Bids shall be delivered or sent by mail to:

Colorado Department of State
Attn: Len Vest, Campaign Finance IV&V Bid
1700 Broadway, Suite 270
Denver, CO 80290

Bids must be submitted in a sealed package inside the mailing envelope. The outside of the sealed package must show the following information:

<Vendor's Name>
Campaign Finance IV&V Bid

2.8 Oral Presentations

Vendors may be asked to make informal oral presentations. Such presentations will be at the Vendor's expense. The main focus of such a presentation will be the proposed IV&V candidate(s) discussing their experiences and approach to IV&V and answering questions from CDOS personnel.

2.9 Bid Prices

Estimated hourly rates for IV&V personnel are not acceptable. Proposed hourly rates will be considered to be the Vendor's best and final offer. The proposed hourly rates will be considered in determining the apparent successful bidder. All proposed hourly rates shall be binding until a contract is executed containing the agreed terms and hourly rates.

Any additional costs anticipated by Vendors shall be factored into the hourly rates. These costs include such things as travel not directed by CDOS and generation of reports of findings. CDOS directed travel is not anticipated and will be reimbursed at State rates if required.

2.10 Bid Opening

As soon as is practical after the bid submission deadline date and time, at the location noted for bid submission, the bids shall be opened and a register shall be prepared of the bids submitted. The following information will be read and entered into the bid register: Name of Vendor and Bid Delivery Date. The bid register will be available on the CDOS website page for the Campaign Finance project.

2.11 Notice of Intent to Award

A CDOS Evaluation Committee will review and score bids submitted to determine which bid is the most advantageous to the CDOS and the State of Colorado. The CDOS will notify all Vendors by a posting on the CDOS website under the heading of “Notice of Intent to Award – IV&V”, which will name the apparent successful Vendor.

2.12 Notice of Contract

Once a contract is completed and signed by all parties concerned, a notice will be posted on the CDOS website under the heading of “Notice of Contract – IV&V”. In the event the CDOS and the winning Vendor are unable to enter into a contract, the CDOS may elect to cancel the “Notice of Intent to Award – IV&V” letter and make the intent to award to the next most responsive Vendor.

2.13 Independent Contractor Clause

Vendors should be aware that all personal services contracts must contain the following clause:

“THE CONTRACTOR SHALL PERFORM ITS DUTIES HEREUNDER AS AN INDEPENDENT CONTRACTOR AND NOT AS AN EMPLOYEE. NEITHER THE CONTRACTOR NOR ANY AGENT OR EMPLOYEE OF THE CONTRACTOR SHALL BE OR SHALL BE DEEMED TO BE AN AGENT OR EMPLOYEE OF THE STATE. CONTRACTOR SHALL PAY WHEN DUE ALL REQUIRED EMPLOYMENT TAXES AND INCOME TAX WITHHOLDING, SHALL PROVIDE AND KEEP IN FORCE WORKER'S COMPENSATION (AND SHOW PROOF OF SUCH INSURANCE) AND UNEMPLOYMENT COMPENSATION INSURANCE IN THE AMOUNTS REQUIRED BY LAW, AND SHALL BE SOLELY RESPONSIBLE FOR THE ACTS OF THE CONTRACTOR, ITS EMPLOYEES AND AGENTS.”

SECTION 3: PROJECT ENVIRONMENT

3.1 Project Location

The project will be at CDOS offices located in downtown Denver at the corner of Broadway and Lincoln, at 1700 Broadway.

3.2 Vendor Access

The IV&V Vendor will have access to project personnel from CDOS and the implementation vendor, Quest Information Systems, Inc. The IV&V Vendor will be required to sign CDOS privacy agreements, non-disclosure agreements, and provide evidence of security background checks within (7) business days of contract signing.

3.3 Project Management

The project management approach to the Campaign Finance project follows closely to the PMBOK approach published by the Project Management Institute (PMI). The project planning documents to be utilized on the project are listed in the Colorado Campaign Finance RFP Statement of Work section. This document is available on the CDOS Campaign Finance project website at: <http://www.elections.colorado.gov/DDefault.aspx?tid=1039>.

3.4 Data Processing Infrastructure

The Development environment will be hosted on the implementation vendor's site. The Testing, Training and Production environments will be hosted at a CDOS site.

The operating system and application software environment includes:

- Microsoft Windows 2003
- Microsoft .NET Framework 3.5
- SQL Server 2005
- SQL Reporting Services 2005
- LiveStats.XSP version 7

3.5 User Community

The Colorado Campaign Finance application will be used by users at the CDOS, users located in the 64 Colorado Counties and users reporting for the various campaign finance committees within Colorado. There will also be a public access area for inquiry about candidate and committee contributions and expenditures.

SECTION 4: STATEMENT OF WORK

In general, the IV&V Vendor will review the Campaign Finance Implementation Vendor's deliverables to validate:

- The adequacy of the Campaign Finance Vendor's software package and design modifications to meet the Campaign Finance requirements.
- The completeness of each milestone and its associated deliverables.
- The quality of the Campaign Finance Vendor's project plans.
- The quality of the Campaign Finance Vendor's documentation and work plans throughout each milestone period.
- The Campaign Finance project's change management process.
- The quality of the plans to train CDOS, County and Committee staff to use, support, maintain and execute the Campaign Finance system.
- Other problems, concerns, issues, and risks identified during project performance.

4.1 General Requirements

The CDOS requires that the IV&V Vendor provide a clear and documented method for determining the appropriateness and adequacy of the effort performed by the Campaign Finance Vendor and the CDOS project team. CDOS prefers an IV&V Vendor that performs their duties in accordance with IEEE STD 1012-2004. The IV&V Vendor's method should allow for flexibility in approach to meet CDOS timelines and budget.

The CDOS budget for Campaign Finance IV&V Vendor services is approximately \$50,000. This budget is being provided here to allow IV&V vendors to provide a realistic response regarding the level of IV&V services proposed. CDOS envisions one or two part-time IV&V staff over a six month period to provide the services desired. CDOS will support flexibility in IV&V resource scheduling, with scheduling to be determined on a project milestone by milestone basis.

The preferred IV&V resource(s) will include a strong project management background, experience with Microsoft .NET development, and knowledge with hosting center infrastructure planning and implementation.

4.2 Specific Requirements

The IV&V Vendor is expected to periodically evaluate project planning and management processes and review selected project deliverables. The deliverables from the IV&V effort will be reports of findings that specifically identify areas of technical and business risks, along with recommendations for minimizing each area of risk. The IV&V Vendor will provide written reports for each deliverable item reviewed or process evaluated. Oral reports may be required at monthly project Steering Committee meetings.

CDOS anticipates the following items and areas to be reviewed by the IV&V Vendor:

- Project Planning Documents
- Project Schedule
- Status Reports
- Project Management Execution
- Requirements Management
- Detail Application Design
- Technical Architecture Design
- Data Migration Planning
- Test Planning and Execution
- Configuration Management
- Hosting Environment Implementation
- Training Planning and Execution
- System Rollout Planning and Execution

4.3 IV&V Planning

The initial IV&V activity will be a planning session with CDOS management to discuss desired outcomes from the IV&V effort, address resource scheduling and prioritize review activities.

SECTION 5: VENDOR RESPONSE FORMAT

5.1 Executive Summary

The Executive Summary should provide the CDOS with an overall understanding of the IV&V Vendor's bid. It should include a summary of the approach proposed to meet CDOS IV&V needs on the Campaign Finance project. An introduction of the personnel being proposed and their hourly rates can be included in the Executive Summary.

Page Limit: 2 pages

5.2 Company Overview

Provide information about your company, its capabilities, and why it should be selected as the IV&V Vendor for this project. The overview should describe the kinds of projects your firm typically performs. You should identify IV&V projects your company has performed and indicate which ones were similar to the CDOS Campaign Finance project.

The IV&V Vendor shall indicate the form of organization (i.e. partnership, non-profit corporation, Colorado Corporation, non-Colorado Corporation, or some other structure). The Vendor should certify that it currently has a Certificate of Good Standing or Certificate of Existence to do business in Colorado.

Page Limit: 3 pages

5.3 Project Approach

Describe the overall IV&V methodology employed by your company. Include a detailed description of the project approach that will be used and the project procedures to be performed on this project. Include a description of how you will address the part-time nature of this engagement and any concerns you have about executing your approach in the described environment.

Page Limit: 3 pages

5.4 Proposed Staffing and Organization

The IV&V Vendor shall list the individual or individuals proposed to serve CDOS on this assignment, with a complete description of his or her role, responsibilities, and planned availability. Resumes must describe each individual's educational background, experience, other pertinent professional data, and should be sufficiently detailed to demonstrate an individual's qualifications and experience. Should specific personnel proposed by the IV&V Vendor not be available for the project, the CDOS reserves the right to cancel any and all agreements with the Vendor.

Page Limit: 3 pages – not including resumes, which have no page limit

5.5 Cost Proposal

This section should list each individual proposed to participate in the IV&V engagement, their position title within your company, the projected hours on the project, their hourly rate on this project, and the computed project cost of the individual. If more than one individual is proposed, a grand total cost for all individuals should be included.

Page Limit: 1 page

SECTION 6: VENDOR RESPONSE EVALUATION

6.1 Evaluation Process

A CDOS Evaluation Committee will be assembled that consists of cross-discipline representatives, including campaign finance and information technology professionals. While a numerical rating system will be used to assist the Evaluation Committee in making an award decision, the decision ultimately is a business judgment that will reflect an integrated assessment of the merits of each vendor's bid.

6.2 Evaluation Procedure

The evaluation procedure consists of six phases. The phases are:

Phase 1 – Administrative (Pass/Fail)

This phase is an administrative check that a bid was submitted on time, the correct format was used, and the page limits were followed. Bids must pass this phase to move on to Phase 2.

Phase 2 – Company and Personnel Evaluation (70% weight factor)

In this phase, evaluators will look at Vendor responses to the items addressed in Sections 5.1 through 5.4 of this bid request. The qualities of the company, proposed IV&V consultant(s), and the approach to the engagement will be evaluated.

Phase 3 – Cost Evaluation (30% weight factor)

Each bid will be assigned points based on the costs provided per Section 5.5 of this bid request.

Phase 4 – Initial Points Calculation

The points from Phases 2 and 3 will be added together to produce an initial point score for each bid. A determination will be made to which vendors remain in the competitive range. The CDOS reserves the right to make an award at the end of Phase 4.

Phase 5 – Oral Presentations

At the sole option of the CDOS, as few as two (2) vendors or as many as four (4) vendors, selected in rank order, will be eligible for further evaluation in this phase. Vendors and their proposed project participants will be contacted and invited to present their qualification to the Evaluation Committee.

Phase 6 – Final Points Calculation

The initial points assigned in Phases 2 and 3 will be re-evaluated and subject to adjustments based on Phase 5 activities. Adjusted scores will be used in the final award decision process.

6.3 Notice of Intent to Award

Award shall be made to the IV&V Vendor offering the most advantageous proposal, price and other factors considered. Upon selection and after required approvals, the CDOS will post a Notice of Intent to Award on the CDOS Campaign Finance project webpage.