

**State of Colorado
Department of State**

Campaign Finance System

RFP # CDOS-CF-08-01

Vendor Questions and State Answers

Last Updated on June 24, 2008

Colorado Campaign Finance System – RFP# CDOS-CF-08-01
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#	Vendor Question	Date Submitted	State's Answer
1	Is there money budgeted? If so, can you say how much?	6/11/2008	<p>YES.</p> <p>CDOS has been appropriated a sum of \$1,478,968 for FY08-09 (July 1, 2008 through June 30, 2008) to implement a new Campaign Finance system. This amount must cover the cost of:</p> <ul style="list-style-type: none"> • acquiring a Commercial Off-the-Shelf (COTS) system • customization of the COTS system to meet Colorado Department of State (CDOS) requirements • System Hardware • System Software • Hosting Site for FY08-09 • Data Migration • Testing • Training • Implementation • Project Miscellaneous costs, and • State internal project management support costs
2	Has the State considered extending the implementation timeframe?	6/11/2008	<p>NO.</p> <p>If vendor proposals indicate an implementation by June 30, 2008 is unrealistic, State will reconsider its options.</p>
3	Are you looking for a 'COTS' product in an effort to meet the proposed project timeframe or is there another specific reason behind the request for a 'COTS' product?	6/11/2008	<p>The State is looking for a COTS product for the following reasons:</p> <ul style="list-style-type: none"> • The opinion that a COTS system will take less time to implement than a new development effort • Reduced risk by being able to see a product that is working in another State's production environment • The opinion that the cost of an already deployed COTS system, including customization, will be less than totally new development
4	Is there a chance of extending the Bid Due date beyond July 10 th ?	6/11/2008	<p>CDOS does not anticipate an extension of the Bid Due Date beyond July 10, 2008.</p>
5	What documents will satisfy the Company Financial Status (RFP §5.2.4) requirement for a private company that does not have audited financial statements?	6/16/2008 Bidder Conference	<p>The intent of this requirement is to ensure a vendor has the financial where-with-all to fulfill project commitments. A private company, without audited financial reports, should provide as much supporting documentation as is available to sufficiently show their financial stability.</p>

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6	Can you expound upon the administrative requirement in RFP §2.5.4 regarding vendor staff security clearances?	6/16/2008 Bidder Conference	Although campaign finance data is accessible by the public, maintaining the accuracy of the data is crucial to the process and public trust. Therefore, the integrity of staff working with this data is important. The requirement allows the contractor to provide an attestation or certification that background checks have been performed for the listed project staff members and that the results show a clean status. The State will work with the winning vendor during contract negotiations to ensure a process that is not onerous to the vendor, but protects State interests.
7	What is the availability of non-vendor staff to support project activities?	6/16/2008 Bidder Conference	The State is aware of the need for state and county staff participation on the project. The upcoming 2008 election cycle is problematic in that staff will be dedicated to election activities through November. This does not preclude some project activities taking place during the election cycle, such as project planning, some data migration design work, etc. However, full-blown requirements clarification sessions will need staff that are also involved in election cycle activities. The vendor's preliminary project plan and schedule, provided in their proposal, should take this under consideration.
8	Is the list of system requirements provided in the RFP the final list or will there be a process to clarify, add or delete requirements?	6/16/2008 Bidder Conference	It is the state's intention that the contractor, state and county staff will participate in sessions to work on finalizing an approved requirements list prior to any COTS application customization.
9	Has a grading standard been established for evaluating the proposals and, if so, can you share it with vendors?	6/16/2008 Bidder Conference	There is an evaluation scoring standard established. All we can share with vendors, as stated in the RFP, is that 75% of the score is based upon the Business Proposal and 25% upon the Cost Proposal.
10	What is the drop dead date for system implementation?	6/16/2008 Bidder Conference	The budget established by the Colorado legislature for the campaign finance project is for FY2008/09, which ends on June 30, 2009. The State's current goal is to be implemented by June 30, 2009.

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11	Do you envision using the current CDOS infrastructure for the new campaign finance system?	6/16/2008 Bidder Conference	The State does not anticipate using the data center environment listed in RFP §3.1, where the current legacy campaign finance system resides. The State anticipates using the off-site data center environment listed in RFP §3.2, with any additional infrastructure required by the selected proposal.
12	Will there be county participation in the campaign finance system implementation and use?	6/16/2008 Bidder Conference	Yes. Colorado counties utilize the current CDOS campaign finance system for disclosure reporting for county-level committees. The State anticipates county campaign finance staff having the same capabilities as state-level campaign finance staff, other than some system-wide administrative functionality that will reside at the state-level.
13	Does the campaign finance budget cover more than just the vendor fixed-cost solution?	6/16/2008 Bidder Conference	Yes. The existing budget must also cover the cost of the hosting facility, state project management support, and any other miscellaneous project costs not included in the vendor's fixed-cost proposal.
14	Has Colorado looked at other state campaign finance systems and, if so, do you have a preference of the systems?	6/16/2008 Bidder Conference	Yes. Colorado conducted reviews of systems used in several other states. These reviews were evaluated and discussed at three separate focus group meetings. We do not have a preference or preference list to provide to prospective bidders.
15	Are there any other State systems that need to interface with the new campaign finance system?	6/16/2008 Bidder Conference	The current requirements do not include a need to interface with another system. A potential interface would be with the Department's accounting system to handle campaign finance penalty collection. However, there is preliminary work to investigate the replacement of the current accounting system. Therefore, at this time and for this bid, an interface is not included in the scope.
16	Reference Section 3.4 Campaign Finance Document Counts: a. Please specify the file format of the scanned documents (TIF, PDF, etc.) b. Are these documents stored as files or BLOBs? c. What type of scanner equipment is available at counties and state offices?	6/23/2008	a. 300 dpi TIF b. They are stored in an Informix database defined as Byte Area. c. Counties are using Canon DR3080-CII scanners with ISS Driver. The State office uses a Fujitsu FI-4860C Duplex Image scanner with multi-feed Detection.

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17	<p>Reference Section 5.2.4 Company Overview (2nd Paragraph): Do we need to register as a foreign corporation before the RFP due date and provide a Certificate of Good Standing or does this have to be done once an award is made?</p>	6/23/2008	<p>This requirement will be placed on the vendor that is announced in the "Notice of Award". Therefore, vendors bidding on the RFP <u>do not</u> need to register as a foreign corporation doing business in Colorado prior to the "Notice of Award". The vendor that is selected and announced in the "Notice of Award" will be expected to register in Colorado and show evidence of their registration and their resident agent prior to contract negotiations.</p>
18	<p>To estimate travel expenses, please specify what county/regional locations are to be visited by the vendor.</p>	6/23/2008	<p>The specific locations, dates and number of classes will be determined with the creation of the Training Plan. For purposes of the RFP Cost Proposal, please refer to the Note in Appendix C, Section 5.0 Miscellaneous Cost Table. All bidders are asked to bid travel based upon the 4 locations and number of classes specified in subject Note. The number of nights lodging will likely depend on the duration of the vendor's class offerings.</p>
19	<p>Reference page 30, Section 5.2.10 General Questions: The page limit is listed as "Page Limit: Twenty (30) pages". Please clarify the page limit.</p>	6/23/2008	<p>It should read "Page Limit: Thirty (30) pages". A modification to the RFP will be posted to the Campaign Finance Project webpage correcting this.</p>
20	<p>Reference Appendix B, page 28, Req. ID 117: Please further define the intent of this requirement.</p>	6/23/2008	<p>Requirement #117 addresses committee concerns that their contributor list will be used by another committee or organization for mailing purposes. The intent of this requirement is to include a mechanism in the system that will alert the committee if their contributor list is being used by another entity. A good example given by the Federal Election Commission regarding "salting" can be found under the paragraph titled "Salting" at: www.fec.gov/pages/brochures/saleuse.shtml Colorado is looking for a salting type solution that is not overly complicated and is easy to administer.</p>