

**STATE OF WASHINGTON
OFFICE OF THE SECRETARY OF STATE**

SOLE SOURCE POSTING S-5761

The Office of the Secretary of State (Agency) contemplates awarding a sole source contract to Coplan and Company (Coplan) for Quality Assurance (QA) services on a large IT project for elections. Coplan is one of the Agency's current vendors, and has significant experience working with the Washington Office of the Chief Information Officer (OCIO) and providing the Agency QA services. The vendor has the capacity to provide QA for the duration of the project, including planning, procurement, and post-implementation phases. Coplan offers personnel that can regularly perform work on-site in Thurston County during normal business hours. The vendor also will give the Agency an opportunity to take advantage of their copyrighted Integrated Change Management (ICM) methodology and license their trademarked, proprietary software.

The contract will be issued on or about January 24, 2017. The anticipated period of performance is from the date of signing (no sooner than January 24, 2017) through September 30, 2019.

Vendors contemplating a response must submit capability statement, in writing, detailing their ability to meet the following Agency's requirements:

1. Recent experience working with the Office of the Secretary of State;
2. Familiarity with OCIO guidelines;
3. Capability to provide QA beginning immediately and for the duration of the project, including planning, procurement, and post-implementation phases;
4. Availability of personnel to regularly perform work on-site in Thurston County during normal business hours; and
5. Availability of proven Integrated Change Management (ICM) methodology and proprietary software to support Agency projects.

Capability statements must be received no later than 4:00 P.M., Pacific Time, January 13, 2017. PDF attachments to e-mail responses will be accepted.

In the absence of other qualified sources, it is the Office of the Secretary of State's intent to make a sole source award of \$155,707.20 to Coplan for QA services.

To submit capability statements, or for questions, contact:

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