

RFP 14-09
Amendment 3

Washington State Secretary of State's Office
Corporations and Charities Division System Design and Architecture – RFP 14-09
<Q&A continued from rerelease of WR 14-08>
[Updated with follow-up items 06/06/2014](#)

Q12: What is the max hourly rate and/or the category/level under which this requirement falls?

A12: There is no specified max hourly rate or DES defined category/level under which this RFP falls. The hourly rate is considered when scoring this section. Section 1.3 describes OSOS's minimum qualifications for vendors responding to this procurement.

Q13: Is the location of performance Olympia?

A13: Yes, the Division of Corporations and Charities is in Olympia as are all OSOS project resources. That said, OSOS is open to a portion of vendor work being conducted offsite as long as there is no negative impact to quality of work or schedule.

Q14: Are you expecting one consultant to complete the scope of work?

A14: Yes, we expect to contract with a single vendor to perform the work prescribed in our RFP document.

Q15: Can the OSOS share the name of the vendor(s) firm(s) currently working on the User Interface (UI) Design and Documentation?

A15: Yes, Logic20/20 Inc.

Q16: Does the OSOS anticipate that vendors who are currently delivering work on the UI Design and Documentation project will be eligible to respond to this RFP?

A16: Yes, Logic20/20 is eligible to respond.

Q17: List of Items, Schedule of Requirements, Scope of Work, Terms of Reference, Bill of Materials required.

A17: Please see RFP.

Q18: Soft Copy of the Tender Document through email.

A18: Link to procurement document is available on the DES WEBS site as well as the OSOS agency website at: <http://www.sos.wa.gov/office/procurements.aspx>.

Q19: Names of countries that will be eligible to participate in this tender.

A19: All countries are eligible.

Q20: Information about the Tendering Procedure and Guidelines.

A20: Please see RFP.

Q21: Estimated Budget for this Purchase.

A21: Budget information for this project has not been disclosed.

Q22: Any Extension of Bidding Deadline?

A22: Bidding deadline is firm on June 9, 2014.

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Q23: Any Addendum or Pre Bid meeting Minutes?

A23: Addendum will be posted on the DES WEBS site and the OSOS agency website referenced in answer 2.

Q24: With the extension of the RFP from a July 1 to a July 15 start date for Phase II, System Design and Architecture, will there be an extension to the July 31st deadline of having the infrastructure and hardware assessment completed for hardware/licensing purchases? If so, what is the revised assessment date?

A24: Per section 1.2, requirement 8, specification of hardware and licensing requirements in support of the three environments must be met by August 7.

Q25: Will you please provide any system documentation for the following systems that are mentioned in the RFP: DOR-ZBLS and SAW and the OSOS CFD so that we can include some initial analysis in our proposal?

A25: Yes, we have limited documentation on the external systems, but will include all that we have in an Amendment to be forth coming.

[Update: See attachment \(ISHostLoader DOR-SOS Data Flow\) for DOR-BLS. For OSOS CFD, a simple Charities Program data dump is imported into the CFD system. For SAW, we do not have any documentation to share at this time.](#)

Q26: For each of the external business partners, existing internal software systems and/or third party application software, please describe the external system, how this system is expected to interact with it, the data to be transmitted, and any APIs or web interfaces.

A26:

BLS -> data exchange using flat file specifications including acknowledgements to/from BLS using SFTP

CFD -> direct data transfer between OSOS SQL Servers (one way to CFD)

OSOS Revenue -> data exchange between SQL Server Databases (same server) using stored procedures

SAW -> not implemented, under consideration as authentication module for new system

Q27: Please define any limitations to be imposed on any of the three environments: production, test and development.

A27: See Washington State Office of the Chief Information Officer (OCIO) Policy No. 141 Securing Information Technology Assets.

Q28: Are there any requirements to utilize on premise systems/solutions for any of the three environments? If so, please describe all requirements?

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A28: See Washington State Office of the Chief Information Officer (OCIO) Policy No. 141
Securing Information Technology Assets.

Q29: What Service Level Agreements (SLAs) are mandatory for each of the three environments?
A29: See Washington State Office of the Chief Information Officer (OCIO) Policy No. 141
Securing Information Technology Assets.

Q30: Please define how the System will interact with any pre-existing user authentication
systems/solutions. What specific user authentication products are used at OSOS?
A30: Active Directory.

Q31: Section 4.2, Evaluation Weighting and Scoring. We assume the Cost Proposal is weighted
at 10%, not 00% as shown in the RFP. Please confirm the weighting for each required section of
the proposal response.
A31: Yes.

Q32: Please define any restrictions imposed on using cloud based solutions for the three (3)
environments.
A32: See Washington State Office of the Chief Information Officer (OCIO) Policy
No. 141 Securing Information Technology Assets.

Q33: How many users are anticipated to be in the system?
A33: Instance: 25 internal, 50+ public; Total User Accounts: 50 internal, 500k+ public

Q34: What is the anticipated database size and how many records are expected to be in the
system?
A34: Entities: 2M; Transactions: 5M

Q35: How many distinct user groups are expected for the system? How do those user groups
equate with disparate roles?
A35: Defined in UI. We will provide this information in an Amendment to be
forthcoming in order to not delay posting of this Q&A documentation.
[Update: For user groups have been defined: OSOS Staff, Public Officials, Registered User
and Unregistered Users.](#)

Q36: Are high availability, disaster recovery, or backup approaches considered part of the
deliverables? If so, please describe the specific needs for each of the three.
A36: See Washington State Office of the Chief Information Officer (OCIO) Policy No. 141
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Q37: Please define the anticipated volume of activity for each use case in production, test, and development.

A37: External documentation to be provided in an Amendment to be forthcoming.

Update:

Activity "Production" (Transactions for 2013)	Volume
Business Entities:	289162
Charities:	19994
Fundraisers:	460
Trusts:	2846
Apostilles	45912
Trademarks:	830

Q38: Please define all file attachments, and expected sizes for each activity.

A38: PDF, TXT, DOC, TIF, JPG, HTML (currently), we would like to standardize on PDF for internally created documents, but need to accept other types listed for uploads.

Sizes: 1 – 500 pages, majority of documents will be in the 1-10 page range.

Q39: What are the requirements around retention (documents, interactions, activity, etc.)?

A39: Entities and Transactions are part of the public record and **will not** be purged on a retention schedule, activity logs may be purged.

Q40: Please define any audit or logging requirements.

A40: Logging will be for discrete activities (actions) on Entities and Transactions that will assist with performance metrics and troubleshooting. Different modules/functions will need different levels of logging i.e., (automated processes "external interfaces" require a higher resolution).

Q41: Can the same vendor be awarded both the Architecture contract and the Development Contract?

A41: Yes. The only preclusion from award of the Development contract is the vendor who is awarded the QA/IV&V contract. The QA/IV&V vendor must be different than the Development vendor.

Q42: Would you please provide design documentation?

A42: We will not complete the UI design until June 30. However, we will provide our draft site mapping. To expedite posting of this Q&A document, we will not hold it for the requested exhibit, but will post the site mapping as a subsequent Amendment forthcoming.

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[Update: See attachment \(Entity Map – Use Cases Revised\) for current *draft* of use cases, use case flow and site mapping. Note that most recent OSOS edits appear in red font throughout.](#)

Q43: Are there any existing assets within the OSOS for which there is a desire to retain and carry forward into the new architecture and development?

A43: We have not agreed on anything as of yet. We will determine this during the System Design and Architecture project phase.