

**Washington State Office of the Secretary of State
Corporations and Charities System Development RFP 16-01 Amendment 2
Q&A**

Q1: What is the due date and time for proposals?

A1: 08/31/2015, 5:00 p.m. Pacific

Q2: We can see that a vendor was involved in creating the requirements, samples and design documents for this RFP. Can you tell us if this vendor will be able to bid on the RFP or not?

A2: Yes the vendor who designed our external UI specifications and the vendor who designed our internal UI and system design and architecture specifications (2 vendors total) are able to bid.

However, the vendor who conducted our business analysis that led to a custom-development solution decision is precluded from bidding.

Q3: Are there requirements for onsite time?

A3: There are no specific requirements for onsite time. It is expected that the vendor plan for onsite time as necessary to complete a successful project, but no specifics are defined.

Q4: The specification documentation in the exhibits have signature lines in some cases. Is there a requirements associated with signing the specification documents?

A4: No.

Q5: Who were the vendors for the previous phases?

A5: Business Analysis: Semantic Arts; UI Design (external site): Logic20/20; System Design and Architecture and UI Design (internal, staff console): Cayzen Technologies

Q6: Please define RCW/WAC from section 1.2.

A6: RCW: Revised Washington Code (law); WAC: Washington Administrative Code (policy)

Q7: Are you (Stephanie Goebel, RFP Coordinator and Project Manager) an employee of the statewide IT agency?

A7: No. Stephanie is an employee of the Office of the Secretary of State.

Q8: Can we provide two proposals?

A8: Yes. We will consider each proposal independently. In the case that you are invited forward for both proposals, you will be expected to schedule two interviews to present each proposal individually.

Q9: Language in Exhibit A, paragraph 8: is it mandatory that OSOS own the code when development is complete?

A9: Yes but we would entertain non-exclusive ownership. We must be able to modify the code post-deployment to support ongoing system enhancements and law changes.

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Q10: In section 1.2 you mention a second RFP, 16-02. Do you know if this is available for review, or if we can get any additional information on the scope of that RFP?

“The awarded contractor will work under the management of the OSOS and in coordination with an Independent Validation and Verification and Quality Assurance contractor. A second RFP (16-02) will be issued and awarded for the IV&V/QA effort following award of this RFP 16-01. The apparently successful contractor (ASC) for this RFP 16-01 will be precluded from bidding on 16-02.”

A10: RFP 16-02 is not available for review. It has not yet been crafted. Proposal content from the ASC for RFP 16-01 will be considered during writing of RFP 16-02 for Independent Validation and Verification (IV&V)/Quality Assurance (QA). Specifically, 16-01 ASC response to section 3.2.B, “Include any required involvement of OSOS staff and the OSOS IV&V/QA vendor, including recommended service level commitments for all three parties determined necessary by the Consultant in order to accommodate the specified timeline.”

In regards to scope of work for the IV&V/QA RFP 16-02: External Contractor resources will be used to perform IV&V and QA in parallel with the development work effort. The QA/IV&V Contractor will 1) develop and execute test cases to validate and verify the work performed by the external Developer Contractor resources 2) guide the OSOS staff in implementing and adopting best practices around QA in support of software lifecycle activities and 3) write user system documentation.

It is expected that RFP 16-02 will be released mid-October or early-November, with contract signing targeted for early-January 2016. The contract term is estimated as January- July, 2016.

Q11: We note that it’s mandatory for the winning bidder to be licensed to do business in the State of Washington. Whilst we would have no difficulty in complying with this requirement, it seems that there is a minimum ten day lead-time associated with any such application. I have just attempted to fill out the application form but was unable to as we don’t have an office address in Washington. So I have sent the Revenue Dept an email, asking them to contact me as soon as they open at 8am your time, to see if we can use an agent or other means of getting this requirement address expeditiously.

Whilst we are on the case therefore, somehow, I wouldn’t be surprised if we were unable to complete this formality prior to the deadline for submission of proposals.

My question therefore is whether you can clarify the exact requirement. Do we need for example, to have already secured a UBI number prior to the deadline for proposal submission or is it acceptable that we are working our way through the process?

A11: The minimum qualification to be registered to do business in the state of Washington must be satisfied in advance of contract signing, which is scheduled to occur late October. You have time to complete the registration process in advance of then.

Note that registration is completed with the Office of the Secretary of State. You can find the online registration here: <http://www.sos.wa.gov/corps/ProfitCorporationsOnlineandPaperRegistration.aspx>.

The Washington State address requirement for foreign (non-Washington) entities is accommodated via the required Washington Registered Agent address. Please visit our website and/or contact our Office for further questions regarding the registration process:

<http://www.sos.wa.gov/corps/ContactInfo.aspx>.