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December 11, 2020

To: All Potential Bidders

From: Steve Dawson, Issuing Officer

Subject: RFP #1120-351-01 – Campaign Reporting and Disclosure Portal

Amendment One

Please amend the subject RFP to include answers to the attached timely received questions. This Amendment One shall supersede, modify and/or change all requirements to the contrary in the RFP and associated documents.

Amendment #1 to RFP 1120-351-01 Campaign Reporting and Disclosure Portal

	Section Number (i.e. 1.2.1)	Page Number	Section Text Requiring Clarification	Specific Question / Request	Agency Response
1	Attachment #1 III. Cost Proposal Content	42	Each response should provide prices for professional services only.	<p>The IECDB owns the Campaign Reporting and Disclosure Portal that is currently used. This approach to software ownership was taken by IECDB because it eliminates the need to pay ongoing subscription fees to license or use the system year after year. It also provides the IECDB with the flexibility to continue to use the system indefinitely, modify the system as needed, and obtain system support from alternate sources. It is the lower cost of ownership model.</p> <p>The RFP and sample agreement sometimes use language that indicates the IECDB does not intend to own the system, but instead pay a monthly or annual subscription fee to use the system in addition to paying support fees, professional services fees, and hosting fees. At other times, the documents indicate the current model of software ownership is required.</p> <p>Is it a requirement of this RFP that the IECDB owns the system that is developed (has access to and the right to modify the source code)?</p> <p>Is it a requirement of the RFP that subscription fees are not a component of the system cost (note that they are not included in the price matrix)?</p> <p>If year after year subscription fees are to be included as part of the proposed system cost, what period of system use (how many years) will be used when considering the ongoing cost of subscription fees for purposes of computing the score of the cost section of the RFP?</p>	<p>The RFP is meant to provide Respondents with the opportunity to propose either a turnkey custom solution (which the Agency would prefer to own and the Respondent host) or an existing service/SaaS for which the Agency would pay a subscription fee.</p> <p>To mitigate the differences in the timing of expenses related to each type of solution, Respondents should provide a 10-year time frame in the Cost Proposal. The expectation is that this will assist in balancing out the greater initial costs of a custom system against the long-term costs of a SaaS subscription fee, providing a better overall cost of ownership for comparison between proposals.</p> <p>Subscription fees should be entered into the row marked "Additional Costs", and the Respondent should note as much in the Cost Proposal. All costs for Years 3 through 10 of the proposal should be noted in the "Continuing Costs" column. At their discretion, Respondents may also add additional columns to break out the costs on a year-by-year basis.</p> <p>NOTE: The Terms and Conditions provided in the RFP are a sample agreement and have not been tailored to harmonize with terms of the RFP itself.</p>
2	4.4.3	24	Provide a solution that allows Committees to import and save required data for Reports (at any given time) via a file upload.	The current system, owned and utilized by the IECDB, allows Committees to upload and save required contribution and expense data using Comma Separated Value (XML) and Microsoft Excel files. Does this requirement in the RFP seek to duplicate current functionality, or is there a change from the current functionality. If there is a change, what are the differences between the current functionality and the new requirement?	We are seeking to duplicate the current functionality. If a vendor knows of an improved way of importing then we are all ears. We simply need the easiest and most efficient way for committees to be able to import their data without having to manually enter every contribution and or expenditure.
3	4.4.4	24	Provide a solution that allows Committees to submit their User File Reports (at any given time).	Does this requirement refer to the ability of Committees to file Campaign and Disclosure Reports? If not, then please elaborate.	Yes. We are just saying that committees are allowed to file their campaign disclosure reports at any time, and there is not just a one week window for example.
4	4.4.10	25	Provide online training and help material to users that provides information and instructions regarding the use of the web application interface. The guide must be in electronic format, specific to the Iowa IECDB system, and searchable by keyword and be updated when improvements have been made to the system.	Does this requirement refer to developing functionality within the system to support the delivery of online training and help materials, or the development of this functionality plus the authoring of training materials?	We are searching for standard training material that normal software programs would provide so that the users and facilitators of the program could accomplish the tasks required. We don't have any concrete ideas on how this needs to be accomplished. Would we like recorded webinars for users and complex manuals for new auditors, sure, but we understand that probably not a reality. Ideally, help buttons throughout the system to aide users and enough instruction to the admin so that we can use the system as intended would work. Currently and in the past we have provided power points that we have created to help users navigate the web reporting system. If this was something that you could accomplish that would be very beneficial to us.
5	4.4.23	26	Provide a method for datasets of contributions, expenditures, and independent expenditures to be extracted in a format that allows import into The State of Iowa's data portal (data.iowa.gov).	What are the finalized formats that may be used to support the import into the State of Iowa's data portal?	<p><u>Currently, we pull datasets from our Microsoft Access database and then export those datasets into an Excel format. This Excel format is what is used to import the data into data.iowa.gov. We are looking for the easiest, most efficient way of handling this process. Please see this link to the data.iowa.gov's website that explains ways that may be more efficient. The finalized format needs only be what works with data.iowa.gov to get the data to them.</u> https://support.socrata.com/hc/en-us/articles/202950728-Guide-to-Publishing-Data</p>

6	4.4.29	26	Provide an annual security audit report mutually agreed to by Contractor and IECDB.	In many cases, the State of Iowa OCIO runs a security analysis using a penetration system licenses by the State of Iowa OCIO. Will this analysis by the OCIO suffice to meet this requirement? If not, then what are the components of the security audit report that are required by IECDB?	Section 11.2.3 of the Terms and Conditions (Attachment 5 of the RFP) outlines the types of third-party attestation sought by 4.4.29. As the Terms and Conditions document is only a sample of the type of agreement expected to result from this RFP, final determination of the appropriate audit requirement will be determined by mutual agreement during contract development. Respondents are encouraged to demonstrate any current certification they have (e.g. SOC2, ISO 27001, and so on).
7	4.5.13	28	Describe how your proposed solution would offer the Iowa Democratic Party, the Republican Party of Iowa, and any newly formed state central committee account to file an additional report that tracks otherwise prohibited contributions which are allowed to be used for building purposes (e.g. rent, insurance, utilities).	Will information that is not currently collected by the IECDB system be collected in order to comply with this requirement? If yes, then what are the rules associated with the filing of this information (for example is this a brand new report that needs to be filed or could it be an additional schedule <or something similar in concept> as they file their normal DR2)?	This data is actually currently collected, we call it the state parties building fund. They currently provide it to us in a pdf format that we simply attach to our website and is not currently contained in the web reporting system. We are looking for a more streamlined approach that would allow the two state parties to easily add the info like they currently add the other data required by us and then also be viewable like other data that is provided. Unfortunately, an additional schedule would not work as the building report is annually and the other schedules have different timing requirements. It would be nice if the state parties could simply fill it out through their web reporting system account, but it could also be separate.
8	4.5.13	28	Describe how your proposed solution would offer the Iowa Democratic Party, the Republican Party of Iowa, and any newly formed state central committee account to file an additional report that tracks otherwise prohibited contributions which are allowed to be used for building purposes (e.g. rent, insurance, utilities).	What are the rules associated with the filing of this information, for example is this as needed or is there a specified schedule? If there is a specified schedule, what is the schedule?	The filing is as needed and there are no specified schedule for the filing. If you consider the fact that this allows the parties to use corporate money, then you can assume they will always have a filing to make. The rule can be found in Iowa Administrative Code 351-4.24 https://www.legis.iowa.gov/law/administrativeRules/rules?agency=351&chapter=4&pubDate=12-02-2020
9	4.5.19	29	Describe your approach for electronic file retrieval of reports filed prior to the implementation of the proposed system.	What are the requirements associated with the ability of users to access historical data? Is data migration within the required scope of this RFP?	We are required to keep 5 years of historical data, but would like to keep as much as possible. On page 43 of the RFP we are asking what is the cost of 5 years of data migration. It would not hurt to display a cost for 5 years and for all of the historical data. We are weighing the cost of data migration and keeping the data with the current vendor.
10	4.5.25	29	Describe your approach to provide each Committee with a customized calendar. Examples of calendar entries that each Committee would receive: <ul style="list-style-type: none"> • Upcoming report due dates • Election dates • Possible for the user to also add and remove calendar entries 	What is the logic (rule set) that is to be used to support the computation of a calendar for each of the committee types?	The reporting schedules for all types of campaign committees in Iowa can be found in Iowa Code Chapter 68A.402 https://www.legis.iowa.gov/docs/code/68a.pdf
11	4.5.25	29	Describe your approach to provide each Committee with a customized calendar. Examples of calendar entries that each Committee would receive: <ul style="list-style-type: none"> • Upcoming report due dates • Election dates • Possible for the user to also add and remove calendar entries 	Does this requirement include county and local committee types? If yes, then how should the dynamic nature of the county and local calendars be accommodated to support the computation of calendar dates?	Yes, the calendar requirement does include county and local committees, and again the schedules applying to those committees can be found in Iowa Code Chapter 68A.402 https://www.legis.iowa.gov/docs/code/68a.pdf
12	4.5.38	31	The State is developing a unified payment portal for its individual agencies to collect fees, fines, and other revenue in a single, citizen-friendly online environment. The Board anticipates using the portal for collection of fees for late reports. Please describe your approach for integrating your proposed solution with the State's portal to facilitate this process.	What are the specific specifications for the integration with the unified payment portal? When will the unified payment portal be available for use by the IECDB? What are the requirements for this proposal and for the cost proposal in the case that requirements are not currently defined? What are the requirements for this proposal and for the cost proposal in the case that the unified payment portal is not available to support the development of the integration during the project period (requiring a separate undertaking to develop the integration)?	The payment portal is under development now and neither the Agency nor OCIO are at liberty to provide specifications (such information would need to come from the contractor developing the portal). It is not expected that Respondents are able to describe in detail the programming needed to integrate their proposed solutions to the payment portal or to accurately quote a binding price for such an integration. Respondents are expected to provide a general overview of how the proposed solution can be integrated into the payment portal and the methodology the Respondent would use to develop the integration.

13	4.5.39	31	<p>The Vendor will also be responsible for participating in periodic audits to ensure that compliance is successfully maintained by the Vendor over the duration of the Program. In most cases, audit and compliance (re-)certification activities are conducted on an annual basis. The Vendor is expected to maintain compliance and participate in audits as defined below at no additional cost to the Agency.</p>	<p>What organization will conduct the periodic audits? What is the audit scope?</p>	<p>4.5.39 is meant to refer to the list of audits/certifications listed in 4.5.41 after it. The reference was inadvertently removed during the editing process.</p>
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