

**COMMONWEALTH OF VIRGINIA**  
**STATE CORPORATION COMMISSION**



October 18, 2012

**ADDENDUM NO. 2 – TO ALL OFFERORS:**

Reference – Request for Proposals: Services:	<b>RFP #SCC-12-020-SCC, Addendum No. 2 Business Process Improvement and Core System Replacement</b>
Dated:	<b>RFP – August 14, 2012</b>
Proposal Due Date:	<b>November 2, 2012, until 2:00 pm</b>

The above is hereby changed as follows and for Offeror's ease of reading, for changes where text has been added, the text is indicated in red text below:

1. Reference RFP Section V.B.2 (page 27), *System Overview*, a sentence has been added to the end of paragraph 3 and is changed to read:

*System Overview*

CIS provides the ability to log and record the receipt of documents delivered to the Clerk's Office and to process payments, annual reports, business entity filings, financing statements and federal tax liens. It is the primary software application running on the SCC mainframe and was constructed using Software AG's Adabas/Natural database and programming language.

A key component of CIS is SOSKB, which was placed into production in 2004. SOSKB runs on a Windows 2000 operating system and was written in Visual Basic 6. SOSKB primarily stores corporate annual report documents and provides the ability (via electronic workflow delivery) for the Clerk's Office to manually enter the information contained on corporate

annual reports into CIS. SOSKB provides the ability to store, search, and view corporate annual report documents internally and via the web.

In 2009, SCC eFile was introduced to allow the public to perform certain CIS filing and payment functions electronically. All documents filed and payments received through SCC eFile are written to CIS so that all filings are maintained in one source system. Appendix L provides an overview of the functions, processes and technical architecture of SCC eFile. The solution shall ensure that eFile functionality remains available to the public. The requirements related to eFile are written to require integration of the eFile system to the new CIS solution (See BE-02, UCC-01 and INFO-01). However, if the Offeror’s solution involves replacing or expanding SCC eFile (in part or in its entirety), the solution shall provide at a minimum the existing functionality found in SCC eFile and any new functionality introduced before or during the project (See EFILE-01). **Additionally, the solution shall provide, at a minimum, response times equal to those existing in eFile prior to replacement or expansion.**

2. Reference RFP Section V.9. e. (page 87), *SCC eFile* , Table 66, EFILE-01, a sentence has been added to the end of the requirement and is changed to read:

EFILE-01	eFile Functionality	If the Offeror’s solution involves replacing or expanding SCC eFile (in part or in its entirety), the solution shall provide at a minimum the existing functionality found in SCC eFile (see Appendix L) and any new functionality introduced before or during the project. <b>Additionally, the solution shall provide, at a minimum, response times equal to those existing in eFile prior to replacement or expansion.</b>
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3. Reference RFP Section XIV, Appendix L, *SCC EFILE*, 3.g. (page 195) has been added to read:

**g. eFile Average Page Response Times**

<b>Functionality</b>	<b>Average Page Time (sec.)</b>
Entity Search	0.37
eFile Express – new corporation	6.99
eFile Express – new LLC	6.93
Corporate Annual Registration Fee	1.29
LLC Annual Registration Fee	1.64
Corporate Annual Report	23
Registered Agent Change	9.94
Certificate of Good Standing	6.78
Certificate of Fact	6.43
PDF Submission	1.17
Financing Statement (UCC-1)	0.88
Financing Statement Amendment (UCC-3)	1.05

4. Reference RFP, Appendix B, #11, *Annual Reports* (page 128) is changed to read:

Annual Reports: Provide your most recent three (3) fiscal years of independently audited financial statements with balance sheet, income statement and cash flow statement with the audit opinion letter and footnotes.

If the Offeror's most recent fiscal year has ended, but the financial statements are unaudited, the Offeror must provide the most recent fiscal year's unaudited financial statements, **along with the previous two years of audited financial statements.**

**If audited financial statements are not available for the most recent three (3) fiscal years, provide financial statements with a balance sheet, income statement, and cash flow statement.**

5. Reference RFP, Section VI, A.1.a. is changed to read:

a. One (1) complete original proposal contained in **one (or more)** three (3) ring binder(s) (do not include pricing) and one (1) CD of the same in a Microsoft compatible file format. **If more than one binder is needed for the proposal, Offerors are to label the binders as "Original" Proposal – Binder 1, Original Proposal – Binder 2, etc., and the same for the "redacted" and "copies" of the proposal if more than one binder is needed.** Clearly indicate the following on the sealed package, the one (or more) three (3) ring binder(s) and the CD:

- Offeror name
- "Original Proposal"
- RFP # SCC-12-020-SCC

6. Reference **Addendum No. 1** issued on October 4, 2012 to RFP #SCC-112-020-SCC, the last paragraph above the Offeror signature line, *NOTE TO OFFEROR*, is changed to read:

NOTE TO OFFEROR:

A signed acknowledgment of this addendum must be received at the location indicated in the RFP either prior to the proposal due date and hour or attached to your proposal. If, however, Offeror neglects to return a signed acknowledgement of any addendum, an opportunity to timely correct such minor defect may be provided, in the SCC's sole discretion, only if it is clear that the Offeror intended to be bound by the Addendum terms. Signature on this addendum does not substitute for the signature on the original RFP document. The original RFP document must be signed.

**NOTE TO OFFEROR:**

**A signed acknowledgment of this addendum must be received at the location indicated in the RFP either prior to the proposal due date and hour or attached to your proposal. If, however, Offeror neglects to return a signed acknowledgement of any addendum, an opportunity to timely correct such minor defect may be provided, in the SCC's sole discretion, only if it is clear from the proposal that the Offeror intended to be bound by the Addendum terms. Signature on this addendum does not substitute for the signature on the original RFP document. The original RFP document must be signed.**

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Name of Firm

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date