



Delaware  
Office of the State Election Commissioner  
Online Campaign Finance Information System (CFIS)

Statement of Work

*Submitted by*

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## Executive Summary

PCC Technology Group (PCC) is pleased to present this Statement of Work to the Delaware Office of the State Election Commissioner (DOSEC) to replace their existing Campaign Finance Reporting System with PCC's CFIS solution, a COTS and browser-based solution that is implemented in several other states and counties. PCC's system utilizes the latest Microsoft technologies including Microsoft .NET. Based on a recent demonstration and comparative analysis, the solution conforms to (and exceeds) the current and future technical and business requirements of the Governor's and Commissioner's Campaign Finance reform initiatives.

PCC's product is currently implemented in the jurisdictions of Maryland, Connecticut, New Hampshire, Wisconsin, New York City and Wayne County, Michigan. The complexity and the volume of transactions, registrations and public disclosure requirements of Maryland have proven to be nearly identical with the DOSEC's requirements. In addition to our proven and pertinent product, the PCC Team will leverage its experienced resources, technical capabilities, development methodologies and project management processes that have been utilized successfully in several campaign finance engagements of similar size and complexity.

There are several compelling reasons why DOSEC must strongly consider the PCC solution as the most capable of meeting their requirements for a Campaign Finance system replacement at a cost that maximizes taxpayer accountability. DOSEC will find that:

- PCC's product is proven and has been selected by the last three states and a large county in the country who have recently decided to implement an electronic Campaign Finance Reporting System.
- PCC has elaborate experience implementing complex campaign finance systems for other states including migrating legacy systems and data to the PCC product.
- The resources that will be utilized on this project are experienced in translating the campaign finance laws and rules of a particular state into technical requirements.
- The PCC Elections team's project methodologies are proven across multiple product implementations.
- The degree of fit between the out-of-the-box product and the Delaware processes allows for absolute lowest cost implementation options.

PCC understands the critical nature of this engagement and is committed to working collaboratively and in partnership with the DOSEC and the Governor's Office to ensure that the project goals and objective are fully realized within the expectations of the stakeholders. Using a collaborative approach and a system that complies nearly out-of-the-box we believe our solution can be meeting the needs of the constituents within 30-60 days of initiating the contract.

### **Understanding of Delaware Requirements**

Based on recent legislative directive to implement a mandatory online filing solution, DOSEC has a need to replace their current Campaign Finance reporting system with a COTS browser-based system that allows self-service, paperless online filing of registrations and campaign finance disclosures, and instant access and robust features for the public and media to analyze the data. There are also some very important internal DOSEC administrative features that our solution provides out-of-the-box, including, but not limited to:

- Administrator Workflow Engine to Approve New Online Registrations and Other Tasks.
- Messaging and Correspondence using Email, Word Templates or On-Screen Messages.
- Compliance Audit and Full History of Amendments
- Automatic Assessment and Ongoing Accrual of Fees for Various Violations, and a Case Management Function to Track Payments, Waivers, Communication and Status of each Case.
- Maintenance of Ongoing Elections, Filing Calendars, Limits, Compliance Checks, Security Settings and Correspondence Templates without additional programmer support required.

During our initial presentation the need for data migration from the existing system was discussed, and while commonly a driver of cost we have extensive experience in Oracle-based conversions and have provided a number of conversion options in our cost proposal from which the DOSEC can select the most advantageous solution.

PCC takes no exceptions to the State's mandatory or procedural Campaign Finance Regulations as found in the documentation provided at <http://elections.delaware.gov/>, and as such is proposing a packaged, COTS solution that is 100% configured to the needs of the State.

### **PCC Team's Background & Experience**

PCC Technology Group (PCC) is a Connecticut-based information technology services company with a successful track record of providing software solutions to Fortune 1000 companies and State and Local Governments. Since 1995, our goal has been to develop and supply the highest quality IT solutions and personnel to our clients.

PCC serves both the commercial and public sectors (state and local governments) and has developed enterprise solutions for some of the world's leading organizations. PCC is a full service business and technology consulting organization that approaches each client engagement as unique.

PCC is organized into practices. Each practice has experienced and dedicated subject matter experts and implementation staff to support client needs. Each practice has several years of experience in implementing solutions within their areas of expertise. The implementation and support for the DOSEC project will be provided by PCC's Election Practice.

PCC's Campaign Finance System was introduced in 2001 and first implemented in the State of Connecticut, where it won the digital government award in 2002. The original system was developed utilizing J2EE architecture and was continually upgraded. The current product utilizes Microsoft .Net and SQL Server architecture and is installed and under maintenance in Maryland, New Hampshire, Wisconsin, Connecticut, and Wayne County, Michigan. Our expertise in Campaign Finance is also currently being utilized to assist the City of New York in implementing a solution for Independent Expenditure Reporting.

Based on our extensive experience and understanding of the requirements of DOSEC, a successful implementation requires that the vendor have experience in following areas:

- ✓ Proven experience in configuring a COTS Campaign Finance Information System (CFIS)
- ✓ Proven web-based user interface design (WEB)
- ✓ Proven experience in data migration/Conversion (CONV)
- ✓ Proven experience in modern DBMS such as Oracle or MS SQL Server (DBMS)
- ✓ Proven experience in supporting and maintaining complex systems (SUPP)

All four references that we have included support the above required experience.

Client Name	System Name	Legacy Architecture	Upgraded Architecture	Relevant Experience				
				C F I S	W E B S	C O N V	D B M S	S U P P
MD State Board of Elections	Campaign Reporting Information System (CRIS)	Visual Basic, Oracle	.NET, MS SQL Server	✓	✓	✓	✓	✓
CT State Election Enforcement Commission	eCRIS (Electronic Campaign Finance Reporting and Information System)	J2EE, DB/2	.NET, MS-SQL Server	✓	✓	✓	✓	✓
NH Secretary of State	CFS (Campaign Finance System)	Paper	.NET, MS-SQL Server	✓	✓		✓	✓
Wisconsin Government Accountability Board	CFIS (Campaign Finance Information System)	Ingres/Unix	.NET, MS-SQL Server	✓	✓	✓	✓	✓
Wayne County of Michigan	CFIS (Campaign Finance Information System)	Microsoft Access	.NET, MS-SQL Server	✓	✓	✓	✓	✓

## PCC Solution Overview

PCC's proposed solution for the DOSEC is based on our proven Campaign Finance Information System (CFIS) product, which is designed to enable the candidates running for public office, political action committees and central political party committees to report their campaign finance activity electronically over the Internet. The system also includes robust functionality for Agency users and administrators to interact with the committees, receive and audit all Statement of Organization and Financial Statement submissions, assess and collect fees, generate necessary reports and configure the system for ongoing changes to filing calendars or other statutory business rules. CFIS is a browser-based system that can be accessed through any Web browser on the user's desktop computer without third-party downloads or software installation. The system security is role-driven and can be dynamically configured by the Agency to ensure appropriate access levels for all users.

The solution is comprised of three major modules: Committee, Agency, and Public.

The **Committee Module** allows filers to register their campaign finance entities electronically by creating a secure account and entering the Statement of Organization information using easy to follow, step-by-step data entry screens. Once the registration is approved by the Agency Administrator, Committee filers can enter contributions, expenditures, loans and other transactions directly into optimized data entry screens or by uploading information using pre-formatted Excel Templates. As data is entered or uploaded, filers will be alerted to information entered that is non-complaint with state law or system business rules prior to submitting their report to the Agency. One of the most recent and exciting additions to this module is the integration of electronic signature technology that can literally create a 100% paperless Campaign Finance process for the committee and regulatory agency.

The **Agency Module** provides the DOSEC staff with an easy way to configure system parameters and defaults (filing calendars, elections, political parties, contribution and expenditure limits, dropdown options, etc.). This module also allows the Agency users to monitor compliance with reporting deadlines, create penalty or other types of enforcement related correspondence, and initiate/track all communications with the Committee in a virtually paperless environment. In addition to a number of pre-configured reports and search mechanisms within the application, the included Ad-hoc query tool allows the Agency flexibility to search, analyze and extract data for nearly any imaginable business or reporting need.

The **Public Module** provides multiple dynamic search options to provide the most complete, efficient and real-time campaign finance disclosure available in the industry. State-of-the-art data mining features and the ability to export data in a variety of formats ensures robust transparent

reporting delivered to the public with the absolute minimum of Agency resource involvement. Full data export services are also available to the public at a fee if required by the agency.

**\*Please refer to the Attachments Section for detailed screenshots of the PCC Solution.**

## CFIS Technical Specifications

### Basic Components:

1. Web-based ASP.Net Architecture (.Net Framework 4.5)
2. Windows 2008 R2 Server
3. SQL Server 2008 R2 or Oracle 11g

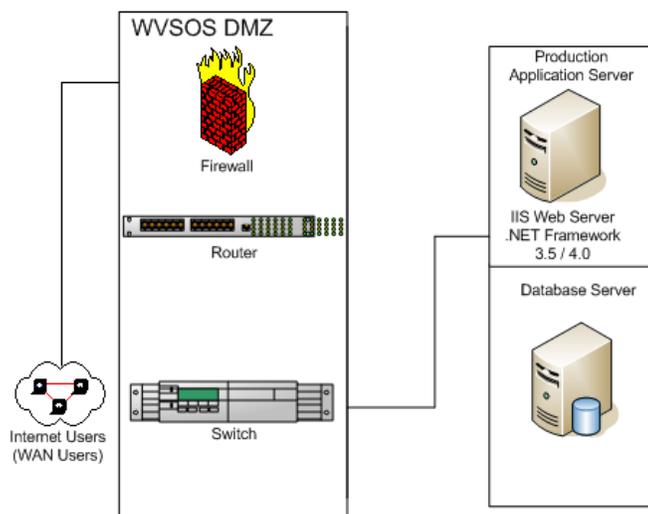
### Technical Deployment Architecture:

Based on our experience with other similar implementations, we have thoroughly analyzed the transactional and user requirements of DOSEC and sized the hardware based on the optimum and maximum concurrent users and transactions per second.

PCC's proposed CFIS solution is developed using a multi-threaded architecture. The request processing and logic processing for reports and processes are handled asynchronously to avoid degradation and improve the scalability of the application. This allows the administrators to process long running and CPU intensive processes in separate queues.

Based on our experience and understanding of the DOSEC user counts and filing volumes, PCC ensures the proposed hardware capacity meets and exceeds the requirements to perform even during the most critical and heavily used periods (Filing Dates). The recommended hardware setup below outlines the proposed architectures depending on the deployment option chosen by DOSEC from our Cost Proposal:

### DOSEC Hosted:



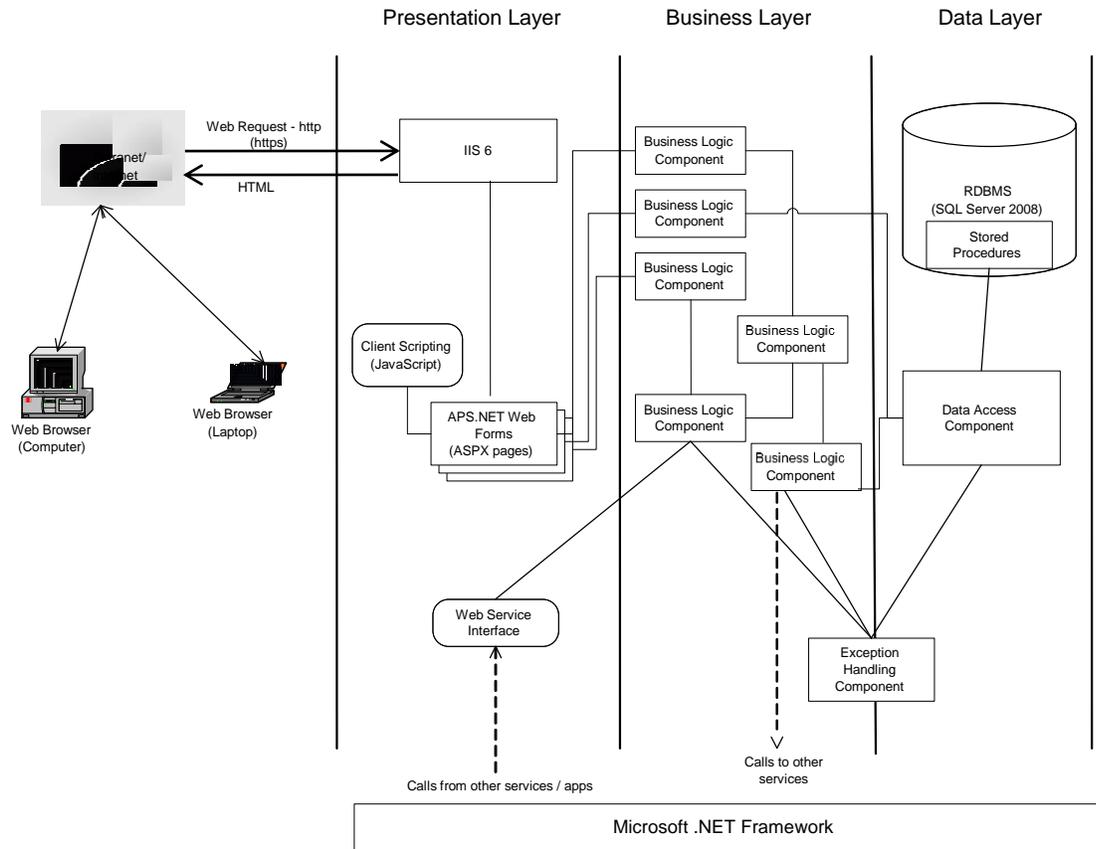
*See below for the proposed software licenses and hardware components required if hosted at DOSEC:*

#	Hardware Components	Software Licenses	
1	Production/ Staging / Testing / Training Application Server and Database Server Hardware	Microsoft Windows 2008 with Hyper-V Microsoft® SQL Server™ 2008R2 Standard (5 CAL) or Oracle 11/g	
#	Hardware Requirement	Configuration Details	Qty
1	Production/Testing (Staging)/ Training Application Server and Database Server	<b>Dell PowerEdge M805 Server: (Application Server with VM capability)</b> a) 2 x Quad Core Opteron 2393SE, 3.1Ghz, 4x512K Cache, HyperTransport 1Ghz b) 64 GB Memory c) 5x146GB 15K RPM SAS Hard Drives d) Redundant Power Supply e) PERC 6i SAS RAID Controller f) 24X DVD ROM	1

**Note:** PCC has proposed the most cost-effective hardware configuration based on the requirements. PCC's solution is compatible with multiple servers and/or virtual instances if required by DOSEC. PCC's solution also supports load balancing and server clustering.

#### **Application Architecture:**

PCC's CFIS application is developed using C#.NET. Additionally, the data is stored securely on a SQL 2008 R2 or Oracle 11/g database. PCC's CFIS utilizes the most modern Microsoft recommended MVC architecture to ensure high performance and scalability



This processing path illustrated above depicts the following:

- User performs an action on the browser.
- Browser requests Web Form (.aspx page) from server.
- Server sends .aspx page to ASP.NET engine.
- ASP.NET Engine Executes Server-side code.
- Executing server side code calls various .NET components to access business logic.
- Data Access component communicates with the Database and returns the requested data.
- ASP.NET Engine returns HTML to server.
- Server Returns HTML to Browser.

Our solution achieves a clean separation of the Web tier from the business tier using the features provided by the .NET framework. The following design considerations were observed during our construction of the CFIS software:

**Flexibility and Extensibility:** The system must accommodate changes and enhancements in the business requirements with ease and minimal impact.

**Modularity and Reusability:** To increase the operational efficiency, reusability is the key to reduce development and maintenance costs. Reusability must include the design, architecture, solution patterns, and source code. The system is designed to be modular representing the logical boundaries application systems.

**Distribution:** The requirements to distribute the application are extensive and include business, security, performance and load sharing. This requires that the application be designed in small cohesive logical portions (i.e. highly granular) that are loosely coupled.

## High Level Project Implementation Plan

This section presents the draft implementation plan proposed by PCC to successfully execute the DOSEC CFIS System. PCC will manage the project using a comprehensive set of processes, procedures, and management activities that will mitigate project risks, provide clear visibility to DOSEC of the status and progress of the project, and ensure that stringent quality control measures are implemented across the project. In this section PCC describes the manner in which PCC will address the execution of each project phase to ensure full compliance with all RFP requirements. *The final detailed approach will be documented in the Project Initiation Phase.*

The project will be conducted through the following phases:

Phase 1 – Project Initiation, GAP Analysis

Phase 2 – Product Configuration

Phase 2a – Optional Data Conversion

Phase 3 – User Acceptance Testing

Phase 4 – Training and Production Deployment

Phase 5 – Warranty Period and Transition to Maintenance and Support

## Project Implementation Plan Overview

The Master Project Work Plan is an ongoing tool for anticipating and tracking changes to expectations for all project tasks, deliverables and milestones. The illustration below is a overview of the proposed high-level schedule for this proposal. The complete and final plan, which includes the detailed tasks and milestones, will reside in Microsoft Project (.mpp) format and will be shared in the ongoing communication meetings to discuss changes.

Phase	Milestone	Start	End
Initiation	Gap Analysis Complete	Week 1	Week 2
Configuration	Configured Application Installed in Test	Week 3	Week 5
Testing	Critical Issues Resolved & Training Completed	Week 6	Week 7
Implementation	Go-Live	Week 8	Week 8

**Roles and Responsibilities:**

The table below outlines the key project resources and roles that will be most involved in the project activities:

Name	Role	Responsibilities
TBD	<b>PCC Project Manager</b>  Phone:  Email:	<ul style="list-style-type: none"> <li>- Manages/controls the on-time progress and delivery of all aspects of the project from a PCC perspective</li> <li>- Single point of contact between DOSEC and PCC resources</li> <li>- Drives the Communication and Reporting mechanisms to reduce risk</li> <li>- Monitors and initiates Change Management activities</li> <li>- Acts as liaison between Business and Technical teams</li> </ul>
TBD	<b>PCC Project Delivery Executive</b>  Phone:  Email:	<ul style="list-style-type: none"> <li>- Oversee project at the Executive level</li> <li>- PCC resource manager</li> <li>- Elevated problem resolution</li> <li>- Manage PCC/DOSEC relationship</li> </ul>
TBD	<b>PCC Technical Manager</b>  Phone:  Email:	<ul style="list-style-type: none"> <li>- Ensures architecture of customized DOSEC CFIS adheres to coding standards, performance and reliability expectations.</li> <li>- Technical Campaign Finance Reporting Systems consultant during analysis phase.</li> <li>- Manages the PCC programming resources throughout customization efforts of the DOSEC CFIS.</li> <li>- Coordinate the communications between the PCC and DOSEC Technical Teams.</li> </ul>

Name	Role	Responsibilities
TBD	<b>Functional Lead/Subject Matter Expert</b>  Phone:  Email:	<ul style="list-style-type: none"><li>- Extracts and documents business requirements.</li><li>- Acts as the liaison between the Business and Technical Teams.</li><li>- Monitors and reports on ongoing quality and adherence to specifications</li><li>- Coordinates BA and QA support staff</li></ul>

Cost Proposal

ITEM	Description	Cost	Cost Basis	Total Cost
<b>PCC/Cloud Hosted Solution (SQL Server)</b>				
Software License & Hosting	Permission to use the software provided by the vendor with an unlimited number of users	\$4,000	Monthly	\$48,000/Yr.
Configuration & Implementation	One time start-up fees	\$9,000	1 Time	\$9,000
Training	1day Train the Trainer Session; Remote Training; Monthly Webinars	n/c	n/c	n/c
OPTIONAL: Additional on-site training	Per day on-site train the trainer training	\$736	Per day	Tbd
OPTIONAL: Data Conversion Services	Committees, Candidates and Officers ONLY	\$8,000	1 Time	\$8,000
Annual Maintenance & Support	Ongoing Support & Maintenance & Level 2 Help Desk – Included in Monthly License & Hosting Costs	N/C	N/A	N/C
Redundant Hardware and Software including monitoring and support	Included in Monthly License & Hosting Costs	N/C	N/A	N/C
<b>Analysis/Assumptions:</b> <ol style="list-style-type: none"> <li>1. The above model would cost DOSEC \$65,000 for initial implementation and the first full year of usage, assuming the optional data conversion of current Committees, Candidates and Officers Only.</li> <li>2. Year 2+ would be fixed at \$48,000/yr., billed at \$4,000 Monthly, with a minimum 3 Year commitment.</li> <li>3. Full conversion of historical transaction data would need to be analyzed and billed at a time and material rate of \$80/hr.</li> <li><b>4. Total 4 year investment for this option: \$209,000</b></li> </ol>				
<b>DOSEC Hosted Solution (SQL Server)</b>				
Software License	Permission to use the software provided by the vendor by an unlimited number of users	\$125,000	1 Time	\$125,000

ITEM	Description	Cost	Cost Basis	Total Cost
Configuration & Implementation	Any necessary configuration and modifications to existing programming to ensure application conforms with DE laws and regulations	\$50,000	1 Time	\$50,000
OPTIONAL: Training	8-hour Train the Trainer Session + Delivery of Online and Paper Materials	\$736	Each	\$736
OPTIONAL: Data Conversion Services	Committees, Candidates and Officers ONLY	\$8,000	1 Time	\$8,000
OPTIONAL: Annual Maintenance & Support	Yearly Cost – Ongoing Support & Maintenance & Level 2 Help Desk	\$28,000	Per Year	\$28,000
OPTIONAL: Source Code	Permissions to modify source code for and by DOSEC IT ONLY. Rights Non-transferrable.	\$125,000	1 Time	\$125,000
Hardware  Assuming Virtual Instances for Staging and Production	<p><b>Dell PowerEdge M805 Server: (Application and Database Server with VM capability)</b></p> <p>g) 2 x Quad Core Opteron 2393SE, 3.1Ghz, 4x512K Cache, HyperTransport 1Ghz</p> <p>h) 64 GB Memory</p> <p>i) 5x146GB 15K RPM SAS Hard Drives</p> <p>j) Redundant Power Supply</p> <p>k) PERC 6i SAS RAID Controller</p> <p>l) 24X DVD ROM</p> <p>m) Microsoft Windows Server 2008 with Hyper-V</p>	\$12,500	1 Time	\$7,500
Software	<b>Microsoft SQL Server 2008 R2 Standard Edition</b>	\$12,000	Annually	\$12,000

ITEM	Description	Cost	Cost Basis	Total Cost
<p><b>Analysis/Assumptions:</b></p> <ol style="list-style-type: none"> <li>The above model would cost DOSEC \$208,236 for initial implementation, assuming the usage of only 1 training session and data conversion of current Committees, Candidates and Officers Only. (State Internal Costs For Installation and Maintenance of Infrastructure)</li> <li>Following initial implementation the cost would be either \$20,000 per year for vendor maintenance (excluding hardware and 3<sup>rd</sup> party software maintenance), or \$125,000 one-time to purchase limited source code license for DOSEC internal use.</li> <li>Year 2+ would be again based on the maintenance option selected in #2.</li> <li>Full conversion of historical transaction data would need to be analyzed and billed at a time and material rate of \$80/hr.</li> <li>Hardware and Software Costs are provided for demonstration purposes but optional if comparable already owned by DOSEC.</li> <li><b>Total 4 year investment for this option assuming PCC to provide application support and maintenance: \$320,236. This investment does not include cost for 3<sup>rd</sup> party software and hardware maintenance charges, state infrastructure support, state server support and network/data charges)</b></li> </ol>				
<p><b>DOSEC Hosted Solution (Oracle)</b></p>				
Software License &	Permission to use the software provided by the vendor by an unlimited number of users	\$125,000	1 Time	\$125,000
Configuration & Implementation	Any necessary configuration and modifications to existing programming to ensure application conforms with DE laws and regulations	\$100,000	1 Time	\$100,000
OPTIONAL: Training	8-hour Train the Trainer Session + Delivery of Online and Paper Materials	\$736	Each	\$736
OPTIONAL: Data Conversion Services	Committees, Candidates and Officers ONLY	\$8,000	1 Time	\$8,000
OPTIONAL: Annual Maintenance & Support	Yearly Cost – Ongoing Support & Maintenance & Level 2 Help Desk	\$28,000	Per Year	\$28,000
OPTIONAL: Source Code	Permissions to modify source code for and by DOSEC IT ONLY. Rights Non-transferrable.	\$125,000	1 Time	\$125,000

ITEM	Description	Cost	Cost Basis	Total Cost
Hardware  Assuming Virtual Instances for Staging and Production	<b>Dell PowerEdge M805 Server: (Application and Database Server with VM capability)</b>  n) 2 x Quad Core Opteron 2393SE, 3.1Ghz, 4x512K Cache, HyperTransport 1Ghz o) 64 GB Memory p) 5x146GB 15K RPM SAS Hard Drives q) Redundant Power Supply r) PERC 6i SAS RAID Controller s) 24X DVD ROM t) Microsoft Windows Server 2008 with Hyper-V	\$12,500	1 Time	\$12,500
Software	<b>Oracle 11/g Standard Edition</b>	\$25,000	Annually	\$25,000
<b>Analysis/Assumptions:</b> <ol style="list-style-type: none"> <li>1. The above model would cost DOSEC \$271,236 for initial implementation, assuming the usage of only 1 training session and data conversion of current Committees, Candidates and Officers Only. (State Internal Costs For Installation and Maintenance of Infrastructure)</li> <li>2. Following initial implementation the cost would be either \$28,000 per year for vendor maintenance (excluding hardware and 3rd party software maintenance), or \$125,000 one-time to purchase limited source code license for DOSEC internal use.</li> <li>3. Year 2+ would be again based on the maintenance option selected in #2.</li> <li>4. Full conversion of historical transaction data would need to be analyzed and billed at a time and material rate of \$80/hr.</li> <li>5. Hardware and Software Costs are provided for demonstration purposes but optional if comparable already owned by DOSEC.</li> <li>6. <b>Total 4 year investment for this option assuming PCC to provide application support and maintenance: \$383,236. This investment does not include cost for 3rd party software and hardware maintenance charges, state infrastructure support, state server support and network/data charges)</b></li> </ol>				