

Jefferson County Commission

Request for Proposal (RFP) Addendum

RFP Title: Jefferson County IT Modernization Initiative

Date Issued: December 9, 2025

Addendum Number: 1

Purpose of Addendum

This addendum is issued by the Jefferson County Commission Procurement Office to provide clarifications in response to vendor inquiries. The information herein is intended to assist all vendors equally in preparing proposals.

This addendum does **not** alter, amend, or otherwise modify the requirements of the original RFP. Vendors are reminded that proposals must be based on the published RFP and any official addenda. Jefferson County reserves the right to further clarify, amend, or modify the RFP at its sole discretion.

Clarifications

General / Administrative

- **Project Start and Completion Dates:** No fixed start or completion dates are specified. Vendors should propose realistic timelines aligned with the acceptance criteria in Appendix B.
- **Phased Implementation:** Required. Vendors may propose sequencing and overlap based on prior experience and judgment.
- **Kickoff/Closeout Meetings:** Vendors should include formal kickoff and closeout milestones in their project plans.
- **Licensing:** Appendix D provides the licensing breakdown (~325 E1, ~50 G3, ~25 G5). Vendors should include licensing costs in their proposals.

Compliance & Certifications

- **Compliance Certifications (FIPS 201, NIST SP 800-73, CJIS, FedRAMP):** Vendors should demonstrate proof of compliance through prior projects, FedRAMP ATO, or case studies.
- **ADA and IPC Compliance:** ADA refers to the *Americans with Disabilities Act*. IPC refers to the *International Interchange Processing Consortium* standards for encryption of data in transit and at rest.
- **Retention Policies:** Vendors must preserve compliance with state regulations, particularly for sensitive prosecutorial and court data.

PIV Smart Card System

- **Standards:** FIPS 201 compliance is required.
- **Hardware/Integration:** Vendors must include issuance equipment. Smart cards will also be used for access to restricted areas.
- **CA Options:** Vendors must propose both cloud-based and on-premise Certificate Authority options, with lifecycle cost comparison.

Endpoint Protection

- **Coverage:** Microsoft Defender for Endpoint must be deployed across all county devices. Vendors should assume Windows 10/11 compatibility.

Network Infrastructure (Optional)

- **Firewall/Network Hardware:** Current equipment includes SonicWall, WatchGuard, and Aruba HPE. Vendors should propose modernization options.
- **DNS/DHCP:** Vendors must provide both cloud and on-premise options.

Documentation & Acceptance

- **Performance Rubric:** Vendors should include the rubric section in their packet for transparency.
- **Expectation Memorandum:** Vendors may cross-reference where expectations are addressed in their proposals.
- **Training & SOPs:** Vendors must provide administrator and end-user training, fillable SOPs, and inspection-ready documentation.
- **Acceptance:** Based on successful completion of acceptance tests outlined in Appendix B.

Contractual & Legal

- **Sample Contract:** Jefferson County does not provide a sample contract. Vendors should supply their own draft contract for review.
- **Licenses/Permits:** Information on permits can be found at www.jeffersoncountywv.org.
- **Equal Treatment:** All vendors will receive the same clarifications. No vendor will receive individualized guidance beyond official addenda.

Reminder

- Vendors are expected to use prior experience and professional judgment to propose the best approach.
- Any information not explicitly provided in the RFP or addenda should be addressed through vendor assumptions and solution design.
- Jefferson County will evaluate proposals based on the published criteria; no vendor will receive individualized guidance beyond official addenda.

Issued by:

Jefferson County Commission Procurement Office
124 East Washington Street, Charles Town, WV 25414