



**State of Oklahoma
Office of State Finance
Information Services Division**

Amendment of Solicitation

Date of Issuance: 03/22/2012 Solicitation No. 2920000163
 Requisition No. 2920003063 Amendment No. 002

Hours and date specified for receipt of offers is changed: No Yes, to: _____ CST/CDT

Pursuant to OAC 580:15-4-5©, this document shall serve as official notice of amendment to the Solicitation identified above. Such notice is being provided to all suppliers to which the original solicitation was sent. Suppliers submitting bids or quotations shall acknowledge receipt of this solicitation amendment prior to the hour and date specified in the solicitation as follows:

- (1) Sign and return a copy of this amendment with the solicitation response being submitted; or,
- (2) If the supplier has already submitted a response, this acknowledgement must be signed and returned prior to the solicitation deadline. All amendment acknowledgements submitted separately shall have the solicitation number and bid opening date printed clearly on the front of the envelope.

ISSUED BY AND RETURN TO:

Office of State Finance
 ISD Procurement Attn: Hurtisine Franklin
 3115 N. Lincoln Blvd.
 Oklahoma City, OK 73105

Hurtisine Franklin
 Contracting Officer
(405) 521-6419
 Phone Number
Hurtisine.Frankln@osk.ok.gov
 E-Mail Address

Description of Amendment:

a. This is to incorporate the following:

Questions

1. Can you please clarify if the Past Performance requirement?
 - a. Is it our responsibility to send the Past Performance questionnaire (Attachment F) to our clients and have the information sent back to US, for us to include in our response?

Response: Yes

Please reference the following Sections of RFP 2920000163 ***Note the underlined sections

Section E.18.3 References
Section E. 18.3.6 Past Performances

- b. Or, do we send the Past Performance questionnaire (Attachment F) to our clients and have the information sent back to YOU?

Response: No

Please reference the following Sections of RFP 2920000163 ***Note the underlined sections

- b. All other terms and conditions remain unchanged.

Supplier Company Name (**PRINT**) _____ Date _____

Authorized Representative Name (**PRINT**) _____ Title _____ Authorized Representative Signature _____



Section E.18.3 References

Section E. 18.3.6 Past Performances

- i. If b), would we then just include “blank” Attachment F in our response?

Response: No –

A.56. Mandatory and Non-Mandatory Terms

A.56.1. Whenever the terms “shall”, “must”, “will”, or “is required” are used in this RFP, the specification being referred to is a mandatory specification of this RFP. Failure to meet any mandatory specification may cause rejection of the Offeror’s Proposal.

A.56.2. Whenever the terms “can”, “may”, or “should” are used in this RFP, the specification being referred to is a desirable item and failure to provide any item so termed shall not be cause for rejection.

Please reference the following Sections of RFP 2920000163 ***Note the underlined sections

Section E.18.3 References

Section E. 18.3.6 Past Performances

E.18.3. References - (Offerors must submit Attachment E with RFP proposal)

E.18.3.1. Five (5) years experience designing and implementing CMS-based websites is required

E.18.3.2. Offeror must submit a minimum of five (5) references each named individual for similar work done within the past three (3) years by Offeror’s company

E.18.3.3. Offeror will be responsible for acquiring References using Attachment- E to gather reference information for each of the following:

- Company
- Project Manager,
- Lead Design Engineer
- Technical Engineer
 - CMS Developer (s)
 - Graphic Designer (s)

E.18.3.4. Offerors will commit that the identified staff will actually perform the assigned work

E.18.3.5. The Successful Offeror will attend project kickoff meeting as well as the successful offeror’s Project Manager, and Lead Design Engineer, Technical Engineer, CMS Developer (s) and Graphic Designer(s).

Offeror is responsible for providing their fax number and or e-mail address at the bottom of each reference document to assure references are returned to the offeror. It is the offeror’s responsibility to assure attachment is submitted with bid proposal.

8.3.6. Past Performance Information - (Offerors must submit Attachment F with RFP proposal)

8.3.7. Offeror will be responsible for acquiring Past Performance Information using Attachment- F to acquire Past Performance for each of the following:



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- Company
- Project Manager
- Lead Design Engineer
 - Technical Engineer
 - CMS Developer (s)
 - Graphic Designer (s)

8.3.8. Bidder should submit a minimum of five (5) surveys (Past Performance Information)

Offeror is responsible for providing their fax number and/or e-mail address at the bottom of each reference document to assure references are returned to the offeror. It is the Offeror responsibility to assure attachment is submitted with bid proposal.
03/21/