

**Mandatory Pre-Bid Conference**

**Intent to Participate**

**The State of Oklahoma Department of Public Safety RFP # 5850000472**

The State of Oklahoma Office of Management and Enterprise Services (OMES) /IS Procurement will conduct a **Mandatory Pre-Bid Conference** meeting for all interested suppliers **intending** to respond to RFP #

**Attendance is mandatory. Bids received from suppliers who do not attend this meeting will be rejected.**

This meeting also includes mandatory site visits to the following sites: DPS Headquarters, DPS Training Center and the Governor's Mansion

The pre-bid conference meeting will be held May 19, 2015 from 9 am to 1 pm CST at the OMES IS Bldg. located at 3115 N. Lincoln Blvd. Oklahoma City OK

Intent to Participate form must be submitted via email to [Jennifer.Mccaulla@omes.ok.gov](mailto:Jennifer.Mccaulla@omes.ok.gov) response must be received no later than **Friday May 12, 2015 3 pm CST**

**Please provide the following:**

**Company Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Contact Title:** \_\_\_\_\_

**Contact Telephone:** \_\_\_\_\_

**Contact E-mail address:** \_\_\_\_\_

If you are a registered vendor with the State of Oklahoma and you received notification of this RFP please indicate if you plan to attend or do not plan to attend. If you plan to attend, **Please** submit with your response to this notice the *names, titles and e-mail addresses of those attending from your organization*

*If you are not a registered vendor with the State of Oklahoma and plan to respond to this RFP, please indicate that you plan to attend. **Please** submit with your response to this notice the *names, titles and e-mail addresses of those attending from your organization**

**Vendors who intend to participate in this event are required to submit the company name, attendees names, titles, e-mail address of any third party vendors.**

Please complete the following and submit with your response

\_\_\_\_\_ **We plan to attend**

\_\_\_\_\_ **We do not plan to attend**

**Please see the following pages for additional information and instructions for the following**

- Submitting Questions**
- Wiki access**
- Vendor Registration**
- List of Attendees**

- a) To facilitate questions and answers concerning this specific solicitation, Bidders may submit questions prior to the conference.
- b) Pre Bid Conference questions must be submitted to <https://wiki.ok.gov/display/itprocurement/5850000472> no later than **May 12, 2015 3 pm CST**
- c) Questions should be labeled and identified as **Pre-Bid Conference- Questions**.
- d) The responses to questions submitted prior to the pre-bid conference will be posted on the OMES website as an Amendment prior to the conference
- e) Questions asked during the pre-bid conference, must be submitted in writing, responses will be posted to the website in the form of an amendment.
- f) Failure to submit pre-bid conference questions in writing will be regarded as informal exchanges and will not become a part of the record.

*Questions that are asked during the Pre-Bid Conference that are expected become a matter of record must be submitted in writing to <https://wiki.ok.gov/display/itprocurement/5850000472> no later than **May 20, 2015 24, @3 PM CST** Responses will be posted to the OMES website in the form of an amendment.*

*Failure by a vendor to submit pre-bid conference questions in writing will be regarded as informal exchanges and **not become a part of the record**.*

- a) **“Administrative Review requests” Bidder** must follow the prescribe method and deadlines for submitting “these requests” as stated in Section E.7 § E.7.1 of the solicitation.
- b) Following the pre-bid conference vendors may submit additional **“General Questions”** which were not addressed in the pre-bid conference. Bidder must follow the prescribe method and deadlines for submitting ‘General Questions’ as stated in Section E.8 § E.8.1 of the solicitation.

*<sup>1</sup>Any **discussions** during the pre-bid conference will be regarded as informal exchanges and shall not alter, supersede, or replace any language contained in the solicitation.*

*<sup>2</sup>**No written minutes from the conference will be provided.** The Pre-Bid Conference will be recorded and made available upon request to each participating vendor via e-mail.*

#### **IT Wiki access-**

##### Submitting Solicitation Questions

To submit questions regarding this solicitation you must have access to login

If you do not currently have access to login to this wiki, please submit an online access request form, please do the following:

- a) go to <https://wiki.ok.gov/display/itprocurement/Home>
- b) to gain access to the request form click on **>submit an online access request form<**
- c) complete the form
- d) follow the instructions for submitting the completed form

*In order to guarantee that your access is created prior to closing date for submitting questions, please request access at least 5 business days prior to the closing date for questions.*

*The State of Oklahoma cannot be responsible for a vendor’s lack of access if the request is not made within this timeline.*

**Vendor Registration-**

*Mandatory Vendor Registration for Contract Award*

*Acquisitions issued by agencies under the authority of Title 74 require vendors to register with Central Purchasing prior to award. Vendors will not be required to register to submit a bid response but will be required to register prior to being awarded a contract and prior to each renewal of an award.*

[http://www.ok.gov/DCS/Central\\_Purchasing/Vendor\\_Registration/index.html](http://www.ok.gov/DCS/Central_Purchasing/Vendor_Registration/index.html)

*For questions regarding Vendor Registration, State Vendor File Information or PeopleSoft E-Supplier User ID and Password, please contact the Office of Management and Enterprise Services (OMES) Service Desk at Phone: (405) 521-2444 or 1-866-521-2444 or by Email: [helpdesk@omes.ok.gov](mailto:helpdesk@omes.ok.gov).*

**List of attendees**