



**State of Oklahoma
Office of Management and Enterprise
Services/ ISD Procurement**

Amendment of Solicitation

Date of Issuance: 03/26/2015 Solicitation No. 0400000151
 Requisition No. _____ Amendment No. 003

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 Management and Enterprise Services

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

Hurtisine Franklin
 Contracting Officer
(405) 521-6419
 Phone Number
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Description of Amendment:

a. This is to incorporate the following:

Submitted by Alan Sheppard-

Question 1.

Is the State credit card processing gateway required to be utilized? If the State Credit card gateway is not mandated by OMES, what technology interface does the Treasurer's Office provide for hosted 3rd party systems?

Response -1.

It has not been established if State credit processing gateway will be required. This is mandated by the State Treasurer's. Please contact the State Treasurer's Office for information regarding technology interface and third party hosting systems

Question –duplicate of question 1.

Is the State credit card processing gateway required to be utilized? If the State Credit card gateway is not mandated by OMES, what technology interface does the Treasurer's Office provide for hosted 3rd party systems?

b. All other terms and conditions remain unchanged.

Supplier Company Name (**PRINT**)

Date

Authorized Representative Name (**PRINT**)

Title

Authorized Representative Signature



Question – 2. A Sheppard

Page 1, #3 of the RFP / Solicitation mentions the solution must support various lines of business for ODAFF. Is this solution to accommodate ODAFF divisions in addition to the Consumer Protection Services division?

Response-2

“Yes, this solution will be implemented agency wide.”

Submitted by Andrea Whay

Question 1.

Will the state be amenable to purchasing services from the services provider and the software directly from the software vendor?

Response 1.

As explained in the Vendor Pre- education meeting and the Pre –bid conference, the Procurement Information Performance System (PIPS) process seeks to identify the expert. The expert is expected to provide the best possible solution. The intent is to identify the expert vendor who can meet the expectations as stated in the RFP.

Vendors are reminded negotiations do not take place in the PIPS process.

Question 2

RFP Section E.3.3 states "One original, plus one (0) copies for one (1 electronic documents...). Please confirm how many electronic copies are required with the submission.
Thank you.

Response 2.

One (1) original electronic should be submitted- No duplicated electronic responses are required



Submitted by Julian Munoz

Question 1.

To aid vendors in completing the required forms, can the State please provide the following attachments in MS Word or provide them using PDF Forms functionality (similar to the VPAT forms)?

- Attachment B - Cost Proposal and Supplier Information
- Attachment E - Project Capability Plan
- Attachment F - Risk Assessment Plan
- Attachment G - Value Added Plan

Response 1.

All vendors who are listed as participants in this specific RFP event was sent the following e-mail on 03/25/2015 @ 9:01 am CST

If you are responding to the State of Oklahoma RFP 04000000151- Dept. of Agriculture PIPS project and experiencing difficulty with the PIPS forms that are attached to the RFP please see the above attached required documents in Word format, A, B, C, E, F, & G

Question 2.

Report development for a new system tends to be a large portion of the labor cost of an implementation. To decrease the real cost, it is common that an agency will assume some of the responsibility of report development. Is ODAFF interested in assuming the role of developing reports that are required for go-live and if so, what percentage, as this will affect the implementation cost and assumptions?

Response 2.

The primary distinction between a PIPS project and a traditional request, the **vendor defines the scope of work and presents to the client what is in scope and what is out of scope.**

Questions of this nature will be addressed in the Clarification Phase of the process with the vendor who makes it to this phase. Questions of this nature will be addressed in written into the Scope of Work this is define as a **Clarification Phase Deliverable- Scope of Work** (what is “in” and “out”) **Go live is defined as a Clarification Deliverable - Detailed project schedule/ Milestone Schedule.**

Please see the PIPS Process Summary at the end of this amendment for the detailed requirements for Clarification Deliverables

“The process being used for this specific RFP seeks to identify the expert, this process is not cost driven”.



Question 3.

Does ODAFF have any specific reports (defined format) that must exist at the time of go-live? If so, how many reports does ODAFF desire? (The definition of a report is any document emitted by the system including letters, citations, permits, statistical reports, etc.)

Response 3.

The primary distinction between a PIPS project and a traditional request, the **vendor defines the scope of work and presents to the client what is in scope and what is out of scope.**

Questions of this nature will be addressed in the Clarification Phase of the process with the vendor who makes it to this phase. Questions of this nature will be addressed in written into the Scope of Work this is define as a **Clarification Phase Deliverable- Scope of Work** (what is “in” and “out”) **Go live is defined as a Clarification Deliverable - Detailed project schedule/ Milestone Schedule.**

Please see the PIPS Process Summary at the end of this amendment for the detailed requirements for Clarification Deliverables

Question 4.

How many field/mobile users does ODAFF expect to use the new system? Of the number of mobile users, how many are included with the number of back office users requested in the previous question above?

Response 4.

After reviewing, the expectations listed in Section C of the RFP there are no expectations listed for field/mobile users. If a vendor elects to include this or any item they feel maybe, a Valued Added item or service the vendor should list these products and or services in **Attachment G- Valued Added Plan.**

Vendors are reminded that Valued Added is not a part of the Scope.

Question 5.

To provide an accurate price estimate, please identify the number of distinct named back office users ODAFF requires for the new system (please identify number of named users by business function). Back office users are staff members who will have partial or complete access to the system. They may comprise one or more departments. Their total number may affect how the system is licensed and is needed to determine the number of users that will need to be trained on using the system:

- a. Licensing and Case Management
- b. Land Management/Permitting
- c. GIS



Response 5.

Vendors are reminded as stated during the Vendor Pre-education meeting and the Pre-bid Conference “**The process being used for this specific RFP seeks to identify the expert, this process is not cost driven**”.

The primary distinction between a PIPS project and a traditional request, the **vendor defines the scope of work and presents to the client what is in scope and what is out of scope.**

Questions of this nature will be addressed in the Clarification Phase of the process with the vendor who makes it to this phase. Questions of this nature will be addressed in written into the Scope of Work this is define as a **Clarification Phase Deliverable- Scope of Work** (what is “in” and “out”) Go live is defined as a **Clarification Deliverable - Detailed project schedule/ Milestone Schedule.**

Please see the PIPS Process Summary at the end of this amendment for the detailed requirements for Clarification Deliverables

Question 6.

To the best of your ability, please identify the below information for each legacy system that contains data that must be migrated into the new system:

--System name

--Vendor

--Database type

--Number of base records

--Number of data fields

Response 6.

Please refer to Attachment A in the RFP- Current System Environment – (this is attachment is identified as Attachment A as well as the PIPS form also identified as Attachment A –Cover Page

Question 7.

Do any ODAFF-issued business licenses require a State-issued professional license? If so, do you integrate with another State system to get that data in electronic format and would you like the ability to periodically load that data into or have real time access to it in the new system?

Response 7.

Please refer to Attachment A in the RFP- Current System Environment – (this is attachment is identified as Attachment A as well as the PIPS form also identified as Attachment A –Cover Page



Question 8.

How many resources does ODAFF plan to assign to the data migration effort? Specifically, staff that are familiar with the existing legacy data who are able to manipulate the data into a prescribed format, cleanse, and advise on data mapping efforts to streamline the migration process.

Response 8.

The primary distinction between a PIPS project and a traditional request, the **vendor defines the scope of work and presents to the client what is in scope and what is out of scope.**

This question will be addressed in the Clarification Phase of process with the vendor who makes it to this phase of the process.

Question 9.

Does ODAFF have a GIS solution that is expected to integrate with the new solution? If so, what vendor and version does ODAFF currently use?

Response 9.

Vendor should refer back to the RFP expectations.

Question 10.

Does the \$800,000 budget for this project include all Fixed Rate costs in RFP Attachment B?

Response 10.

Yes

Vendors are reminded as stated during the Vendor Pre-education meeting and the Pre-bid Conference “The process being used for this specific RFP seeks to identify **the expert**, this process is not cost driven”.

Question 11.

Please identify instances where any ODAFF employee has viewed or discussed a potential software application similar to the one being solicited in this RFP in the last 24 months. Please name the vendor(s), dates of contact and describe the nature of the contacts including whether pricing was discussed.

Response 11.

This question is not relevant to the PIPS process or any RFP event issued by OMES on behalf of any state agency. State agencies who may have conducted RFI's (Request for Information) are not required to submit that information to OMES.

1. The PIPS process seeks to identify the expert, through metrics and dominate information
2. The Proposed solution is presented during the clarification phase by vendor who makes it to this phase of the process



3. A vendor will make it to the clarification phase based upon metrics and dominate information, all of which is provided by the responding vendor in the vendor's initial response
4. All vendors are required to submit **only** the Project Capability Plan, Risk Assessment, Value Add and Cost Proposal
5. Responding vendors are not permitted to submit any product information, specifications, marketing or sales material with their initial response to the RFP
6. The initial evaluation is done blindly
7. All bid responses are presented to the evaluators nameless and are alpha coded
8. The evaluators will have no idea whose response they are evaluating

As explained in the Vendor Pre- education meeting and the Pre –bid conference, the Procurement Information Performance System (PIPS) process seeks to identify the expert. The expert is expected to provide the best possible solution, the expert identified through verifiable metrics, and dominate information.

Question 12.

Will there be a dedicated ODAFF Project Manager(s), and if so, will the Project Managers(s) be from ODAFF or an outside consultant? To whom will the Project Manager(s) report? How many dedicated ODAFF staff will be assigned to the duration of this system implementation and in what roles?

Response 12.

This will be addressed in the Clarification Phase of process with the vendor who makes it to this phase of the process.

Question 13.

Does ODAFF have any requirements, or desire to have a new system up and running by a certain date and if so, when?

Response 13.

PIPS form –C located within the RFP is a projected contract scheduled that is required to be completed and submitted with the initial response to the RFP. A final schedule will be developed during the clarification phase with the vendor who makes it to this phase of the process.

Vendors are reminded that the finalized document is part of the final contract agreement.

Question 14.

Does ODAFF desire electronic document/plan review functionality as part of this project? If so:

- a. What business processes or record types will be enabled for electronic plan review? (i.e. Simple Residential Permits, Commercial Permits, etc.)
- b. Does ODAFF plan to roll out electronic document/plan review functionality for all record types at once or phasing in record types over a specified timeframe?

Response 14.

The intent is to identify the expert vendor who will can meet the expectations as stated in the RFP. As stated in the Vendor Pre-education meeting and the Pre-bid conference. There is a provision for Valued Added,. If the vendor



believes that a particular would provide value then it should be listed in Attachment G-Value Added Plan. The Value Added Plan should identify any **value added options or ideas that may benefit the Owner**. Vendors are reminded that Valued Added is not a part of the Scope.

Question 15.

We understand vendors cannot identify themselves or their solutions in the Project Capabilities, Risk Assessment, or Value Added portions. We also understand these portions constitute Section 2 of a bidder's proposal (per RFP Section E.10.2). Please confirm vendors may identify themselves and their solution in Section 1 – Introduction, Section 3 – EITA Compliance, and Section 4 – Bidder Agreements of their proposals, pursuant to RFP Sections E.10.1, E.10.3, and E.10.4.

Response 15.

Confirmed, these documents are not made available to the evaluators.

Question 16

If vendor anonymity is required for the entire submission, this conflicts with Amendments 1 and 2, which require vendors to insert their firm name, as well as RFP Section E.10.4, which asks bidders to include their software license, maintenance, and service agreements. How should vendors submit those items anonymously?

Response 16

The document that will be evaluated are listed below, no others are available or accessible to or by the evaluators. Vendors should submit all others as normal.

1. Listed below are the only documents provided to the evaluators for the initial evaluation and **must not** contain any information that may identify the vendor or any references. As stated in the Vendor Pre-education meeting and the Vendor Pre-bid Conference meeting, these are the only documents that require anonymity and any information contained in these documents that may identify the responding vendor will be redacted prior to the initial evaluation
 - a) **Project Capability Plan,**
 - b) **Risk Assessment,**
 - c) **Value Added Plan**
2. The initial evaluation is done blindly
3. All bid responses are presented to the evaluators nameless and are alpha coded

Responding vendors are not permitted to submit any product information, specifications, marketing or sales material with their initial response to the RFP



Question 17.

Upon researching online, we have compiled a list below of what we believe are the in scope license, permit and complaint types. Is this list accurate? If not, please provide an updated list so vendors can accurately scope this opportunity.

Response 17

PIPS Process Summary

The primary distinction between a PIPS project and a traditional request, the **vendor defines the scope of work and presents to the client what is in scope and what is out of scope.**

The Selection Criteria for this project is as follows:

• **Project Capability Submission:**

- **Project Capability (PC)**
- **Risk Assessment Plan (RA)**
- **Value Added (VA)**

• **Interviews**

• **Price / Cost**

As explained in the Vendor Pre- education meeting and the Pre –bid conference, the Procurement Information Performance System (PIPS) process seeks to identify the expert. The expert is expected to provide the best possible solution.

Bidders are required to complete a six page pre-formatted response to the initial RFP. These forms are located in the RFP, the initial evaluation will be conducted based upon the responses to the six page submittal (see Selection Criteria), a dominance check is performed based upon the evaluation scoring, and the information provided, and short listing will likely occur, followed by scheduled interviews with the vendor or vendors that make the list, in some cases short listing may not occur and all responding bidders may be contacted for interviews.

The interviews play a major role in identifying the expert, the persons interviewed will be the bidder’s Technical Engineer and Project Manager, who have been identified in the required six page submittal and the personnel for the duration of the project. Following the interviews and the expert has be identified, **one** vendor will be selected to continue on to the clarification phase. It is in this phase of the process the following takes place

Clarification Phase Deliverables

Scope of Work (what is “in” and “out”)

Executive Summary of project

Detailed project schedule

Detailed cost schedule

Weekly Risk Report

Risk activities

Performance measurements



Risk mitigation plan
Milestone Schedule

The deliverables described above are required for the second phase of the process, which is the Clarification Phase. Additional education will be provided to vendor who advances to the Clarification Phase.

The final agreed upon Deliverables will be included as a part of the final contract agreement.