



**State of Oklahoma
Office of Management and Enterprise
Services
Information Services Division**

Amendment of Solicitation

Date of Issuance: 5/6/2014 Solicitation No. 0900000134
 Requisition No. _____ Amendment No. 2

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: Sheri Keller
 3115 N. Lincoln Blvd.
 Oklahoma City, OK 73105

Sheri Keller
 Procurement Specialist
405-521-6480
 Phone Number
Sheri.keller@omes.ok.gov
 E-Mail Address

Description of Amendment:

a. This is to incorporate the following:

The questions period has ended per Section E.10 General Solicitation Questions. This amendment covers all questions and answers that were asked before closing,

0900000134

Page comment added by Sheryl Freeborn

Per page 21 of 33 within the States RFP, Section C - Solicitation Specifications

"OMES has identified fifteen (15) labor disciplines (page 23) with their related skill sets listed underneath. No additional labor disciplines/skills sets can be added for the duration of this contract."

Basis for Questions:

The related skill sets identified within the Pricing Workbook are very broad, and do not appear to delineate level of experience with related rates per level of experience. In certain instances, skillsets also appear to

b. All other terms and conditions remain unchanged.

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

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



possess generic titles, but are specifically defined (i.e. PeopleSoft Administrator - This discipline focuses on Accounts Receivable/Billing).

Questions:

- 1) Would the State entertain the listing of various skill levels under a skill set, each possessing a proposed rate?

OMES Answer 1) Yes levels and rate of each skill set may be identified.

- 2) Would the State entertain the listing of skill sets per solution module (i.e. PeopleSoft Financials, PeopleSoft HCM, etc...) so that fiscally responsible rates may be proposed that reflect the work to be performed?

OMES Answer 2) I understand your question; however, OMES will not accept any other skill sets in this RFP.

[0900000134](#)

Page comment added by [Contract Administration](#)

Reference: Page 30 of 33 within solicitation #0900000134, E.13.3 Section Three – Response to Requirements

OMES Answer 3) Section D.1 identifies the criteria in which a bidder would need to comply with for evaluation and award to be a prequalified vendor on this statewide contract.

Section C.1 identifies the criteria in which Agencies, Affiliates, Interlocal entities, or Government entities will use, along with pricing, when selecting a contractor for their specific project.

[0900000134](#)

Page comment added by [Kulpreet Singh](#)



- a) The Attachment A - Excel sheet. In the "Pricing Page" worksheet has a Text Box in the Every Service Category, which asks us to Click OK, and Select Skill Set from the Drop Down Menu.

OMES Answer a: The revised Attachment A to include the drop down boxes will be posted today

Our query is, no such OK button to be clicked & no drop down menu to choose from either.

- b) Also, in the same worksheet, Rows B & C do not have any headings, it is not clear as to what needs to be filled in rows B, C and D.

OMES Answer b:

Row B – Nothing required

Row C – Skill set level, if applicable, (i.e. Level 1, Level 2, Level 3)

Row D – Chose the skill set in the drop box. See revised Attachment A

- c) Page 27 Para D.4.2.5 says that References may be requested, on the other hand, Page 22 Para C.1 mentions as References documenting the ability to excel in an interdisciplinary/multi-vendor environment.

OMES Answer c: Paragraph D.4.2.5 falls under D.4.2 – Evaluation Process for State Entities, Affiliate, Interlocal Entities, and government entities. All items that fall under this heading (D.4.2) may be required and evaluated when the State Entity, Affiliate, Interlocal Entity, or government entity solicits the prequalified contractors for their specific need.

Items listed in C.1 are qualities that the State Entity, Affiliate, Interlocal Entity, or government entity will be looking for when evaluating the prequalified contractor for their specific need.

Please confirm whether Bidder's References are Required to be provided, if yes, what information is being asked

OMES Answer: Please review answer #6.

[0900000134](#)

Page comment added by [Jeevesh Murthy](#)

1. Can the vendor bid for selected category/profile from the list on page 23 ?



OMES Answer 1: Bidders may respond to one or all categories.

2. Can the vendor provide a range of rates ?

OMES Answer 2: A range can be provided; however, it is preferred that the rate is broken out into levels (i.e. Level 1 \$1, Level 2 \$2, Level 3 \$3)

3. How many vendors are currently in pre-qualified list?

OMES Answer 3: There is not a pre-qualified list at this time.

4. Is it a full time job of 40 hours per week for each of the profiles?

OMES Answer 4: The number of hours required to complete a project will not be known until an Agency, Affiliate, Interlocal entity, or government entity has a requirement.

5. It is mentioned on page 7/33 that it is preferred that State might award only a single vendor , but the profile list is very exhaustive that a single vendor may not be able to provide. How does this justify the decision?

OMES Answer 5: This contract will be awarded to multiple contractors.

6. Are we to provide resumes (representative) along with the response to this solicitation submission

OMES Answer 6: Section E.13 Deliverables, resumes are not due at this time.

7. We are not able to find OSF Form 004ISD in the solicitation. Where can we download it?

OMES Answer 7: The form is the second to the last page in the RFP package on the OMES wiki page or in the email. OMES-FORM-CP-004 (05/2013)

8. What is the duration of this award?

OMES Answer 8: Section B.1.1. The term of this Contract shall be one (1) year

[0900000134](#)

Page comment added by [Jill Roberts](#)

We have downloaded the updated Attachment A and we also still do not see the mentioned dropdown boxes within the cells. Would it be possible to view a filled in example so that we would have something to reference and guide us?

OMES Answer: There is a small arrow in column E row 9. When you click this arrow it will give you a list of all the skill sets listed under labor discipline, which are also listed in Section C. Under the Help Desk Support, column E row 54, there



is a list of all skill sets that fall under help desk support. For each Heading, the labor discipline will have the applicable skill sets.

[0900000134](#)

Page comment added by [Ian Friedenber](#)

On page 25, D.1.1.2 lists "confirmation W-9 has been completed" as part of the evaluation. Is this something we need to include with our response?

OMES Answer: Yes this is something you should include in your proposal. Confirm that your company has taken the proper measure to complete the W9.

[0900000134](#)

Page comment added by [Michael Penney](#)

On page 25, section D.1.1.3. lists "confirmation that Bid Notification process has been completed." How should we confirm this information in our response?

OMES Answer: A statement confirming that your company has completed the bid notification process will meet the requirement. OMES assumes that if the bidder's response "confirms" that this process has been completed, then in fact it has been completed.

[0900000134](#)

Page comment added by [Kelli Tolzman](#)

Sec A.7 - states - Firm Fixed Price

Sec G.3 - states - Vendor must provide Not to Exceed (NTE) hourly on-site price

Question 1 - Should our hourly rate be FFP or NTE?

Questions 1 OMES Answer: Bidders proposals should be a NTE price.

Question 2 - If NTE, does this mean that this is a "ceiling hourly rate" and we can respond to a TO with a SOW with a lower hourly rate as long as it does not exceed the NTE rate we provide in the response.

Question 2 OMES Answer: Yes. Bidder NTE should be proposed. When an agency, affiliate, interlocal entity, or government entity has a project and issues a SOW to the prequalified contractors then a lower price may be proposed at that time.

Sec E.6 - Proprietary and/or Confidential



Question 3 - We typically mark our rate card "Confidential". Do we need approval prior to submission of response to this RFP?

Question 3 OMES Answer: The please clarify what is meant by rate card? i.e. hourly rates

[0900000134](#)

Page comment added by [Marion Engelke](#)

A.6.3 Pricing, p.6/33 - states that "ALL travel expenses incurred...shall be included in the total Bid price/contract amount."

“Section 85.40. Travel Expenses to be Included in Bid, Proposal, or Quotation Suppliers that may incur travel expenses pursuant to an acquisition by a state agency from the supplier shall include travel expenses in the total acquisition price in the supplier’s bid, proposal, or quotation. A state agency shall not pay any supplier travel expenses in addition to the total price of the acquisition.”

yet

G.4 Price and Cost, p.33/33 - states that "travel will be quoted separately from the hourly rate at the time of need."

The hourly pricing required in Attachment A, should this be quoted inclusive of travel?

Question 3 OMES Answer: Travel costs are not needed at this time. Any related travel costs will be proposed when an agency, affiliate, interlocal entity, or government entity has a project and issues a SOW.

[0900000134](#)

Page comment added by [Bradford Sammis](#)

Question #1 - (Ref - E.3.10) Will amendments to the terms and conditions of the agreement be allowed as part of the bid response?

OMES Answer 1: If your company has exceptions to the terms and conditions they should be addressed in Section One of your proposal, per Section E.13.1 of the solicitation.

Question #2 - (Ref - A.14) What are the typical payment not to exceed days? Is it Net 30?

OMES Answer 2:

Per 580:16-3-7 Bid Preparation, (e)Payment Terms. Suppliers are paid by state agencies pursuant to 62 O.S. §34.71. Suppliers shall not consider a payment late until forty-five (45) days after state agency receipt of invoice.

[0900000134](#)



Page comment added by [Jeanette Schreiber](#)

Question 1: In regards to section C.2.1 Contract Usage Report – Would the vendor be responsible for submitting quarterly usage reports in the case that the agency/affiliate is the billing contact? (E.g., we facilitate the purchase of a subscription to a typekit, but the agency is the owner of said subscription?)

OMES Answer 1: Yes the vendor will always be responsible for submitting the contract usage reports.

Question 2: In regards to services listed in Attachment A – Does OMES ISD have a currently contracted vendor for web hosting? This service appears to be absent from this list.

OMES Answer 2: OMES is not currently seeking web hosting.