



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

Solicitation

1. Solicitation#:0900000138

2. Solicitation Issue Date: May 1, 2014

3. Brief Description of Requirement:

The Office of Management and Enterprise Services (OMES), Information Services Division (ISD), is accepting bids from qualified bidders for the planning, implementation, testing, training and on-going maintenance of a successfully developed product to meet its needs with respect to Electronic Discovery (e-Discovery) and responses to open record requests.

4. Response Due Date: May 23, 2014

Time: 3 p.m. CDT

5. Issued By and Return Sealed Bid To:

**Office of Management and Enterprise Services
ISD Procurement Division
3115 N. Lincoln Blvd.
Oklahoma City, OK 73105**

6. Procurement Specialist:

Name: Sheri Keller

Phone: (405)521-6480

Email: sheri.keller@omes.ok.gov



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A. GENERAL PROVISIONS

The following provisions shall apply where and as applicable to this Solicitation.

A.1. Definitions

As used herein, the following terms shall have the following meaning unless the context clearly indicates otherwise:

A.1.1. "Acquisition" means items, products, materials, supplies, services and equipment acquired by purchase, lease purchase, lease with option to purchase, or rental pursuant to applicable state law.

A.1.2. "Amendment" means a written restatement of or modification to a Contract Document executed by both parties.

A.1.3. "Bid" means an offer in the form of a bid, proposal or quote a Bidder submits in response to this Solicitation.

A.1.4. "Bidder" means an individual or Business Entity that submits a Bid in response to this Solicitation.

A.1.5. "Business Entity" means any individual, business, partnership, joint venture, corporation, S-corporation, limited liability corporation, limited liability partnership, limited liability limited partnership, sole proprietorship, joint stock company, consortium, or other legal entity recognized by statute.

A.1.6. "COTS" means software that is commercial off the shelf.

A.1.7. "Contract" means this Solicitation, which together with other Contract Documents, as may be amended from time to time, evidences the final agreement between the parties with respect to the contract to awarded pursuant to this Solicitation.

A.1.8. "Contract Document" means, when executed by all applicable parties as necessary, this Solicitation, the Bid of the awarded Contractor, any statement of work, work order, rider or similar document related hereto, any purchase order related hereto, other statutorily required or mutually agreed documents related hereto, and any Amendment to any of the foregoing.

A.1.9. "Contractor" means the Bidder with whom the State enters into the Contract awarded pursuant to this Solicitation.

A.1.10. "Closing Date and Time" is 3:00 p.m. CST on the date this Solicitation closes.

A.1.11. "OMES ISD" means the Office of Management and Enterprise Services, Information Services Division, on behalf of the State of Oklahoma.

A.1.12. "State" means the government of the State of Oklahoma, its employees and authorized representatives, including without limitation any department, agency, or other unit of the government of the State of Oklahoma.

A.1.13. "State Entity" means any agency, authority, office, bureau, board, council, court, commission, department, district, institution, unit, division, body or house of any branch of the State government, any political subdivision of the State, and any organization related to any of the foregoing.

A.1.14. "State CIO" is the State Chief Information Officer. or designee, in the capacity of the State Purchasing Director for information technology and telecommunications Acquisitions.



A.1.15. "Solicitation" means this document inviting Bids for the Acquisition referenced herein.

A.1.16. "Utilities" means a Bidder's reusable or pre-existing proprietary intellectual property that forms the basis for a customized or developed software deliverable for the State and which is specifically identified as such by the Bidder in writing prior to execution of the Contract awarded pursuant to this Solicitation.

A.2. Certification Regarding Debarment, Suspension, and Other Responsibility Matters

A.2.1. By submitting a Bid to this Solicitation:

The Bidder certifies that the Bidder and its principals:

A.2.1.1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal, state or local department or agency;

A.2.1.2. Have not within a three-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) contract; or for violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

A.2.1.3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the foregoing offenses enumerated in this certification; and

A.2.1.4. Have not within a three-year period preceding this Contract had one or more public (federal, state or local) contracts terminated for cause or default.

A.2.2. Where the Bidder is unable to certify to any of the statements in the certification above, Bidder shall attach an explanation to the Bid.

A.3. Bid Public Opening

Sealed Bids MAY BE OPENED UPON PUBLIC REQUEST, by the State at the time and date specified herein as the Closing Date and Time.

A.4. Late Bid

Bids received by the State after the Closing Date and Time shall be deemed non-responsive and shall NOT be considered for any resultant award.

A.5. Legal Contract

By submitting an offer to this solicitation:

A.5.1. Submitted Bids are rendered as a legal offer and when accepted by the State, shall constitute a contract.

A.5.2. The Contract Documents resulting from this Solicitation shall have the following order of precedence: this Solicitation, other contract award documents, including but not limited to the Purchase Order, Amendments, required certification statements, change orders and license and other similar agreements; and the successful Bid. In the event there is a conflict between any of the preceding documents, the other contract award documents prevail over this Solicitation, and both the other contract award documents and this Solicitation shall prevail over the successful Bid. If there is a conflict between the terms of any Contract



Document and applicable Oklahoma law, rules or regulations, such laws, rules and regulations shall prevail over the conflicting terms of the Contract Document.

A.5.3. Any Contract Document related to this Solicitation shall be legibly written or typed.

A.5.4. All transactions related to this Solicitation, and any Contract Document related hereto, may be conducted by electronic means pursuant to the Oklahoma Uniform Electronic Transactions Act.

A.6. Pricing

A.6.1. Bids shall remain firm for a minimum of one-twenty (120) days after the Closing Date.

A.6.2. Bidders guarantee unit prices to be correct.

A.6.3. In accordance with 74 O.S. §85.40, ALL travel expenses to be incurred by a Contractor in performance of the Contract shall be included in the total Bid price/contract amount.

A.6.4. All costs incurred by the Bidders for Bid preparation and participation in this competitive procurement shall be the sole responsibility of the Bidder. The State of Oklahoma shall not reimburse any Bidder for any such costs.

A.7. Firm Fixed Price

Unless this Solicitation specifies otherwise, a Bidder shall submit a firm, fixed price for the term of the Contract.

A.8. Pricing Requirements

If Bidder pricing does not meet requirements of the section herein titled Price and Cost, the Bid may be considered non-responsive.

A.9. Manufacturers' Name and Approved Equivalents

Unless otherwise specified in this Solicitation, manufacturers' names, brand names, information, and/or catalog numbers listed in a specification are for information and not intended to limit competition. Bidder may offer any brand for which it is an authorized representative, which meets or exceeds the specification for any item(s). However, if a Bid is based on equivalent products, indicate on the Bid form the manufacturer's name and number. Bidder shall submit sketches, descriptive literature, and/or complete specifications with their Bid. Reference to literature submitted with a previous Bid shall not satisfy this provision. The Bidder shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. Bids that do not comply with these requirements are subject to rejection.

A.10. Rejection of Offer

The State reserves the right to reject any Bids that do not comply with the requirements and specifications of this Solicitation. A Bid may be rejected when the Bidder imposes terms or conditions that would modify requirements of this Solicitation or limit the Bidder's liability to the State. Other possible reasons for rejection of Bids are listed in OAC 580:15-4-11

Attempts to impose unacceptable conditions on the State, or impose alternative terms not in the best interest of the State shall not be tolerated. Continued attempts to impose unacceptable conditions or terms on the State shall result in a determination of non-responsiveness of the Bid due to lack of compliance with the terms and conditions of negotiation or this Solicitation.



A.11. Award of Contract

A.11.1. The State may award the contract to more than one Bidder by awarding the contract(s) by item or groups of items, or may award the contract on an ALL OR NONE basis, whichever is deemed to be in the best interest of the State of Oklahoma.

A.11.2. Contract awards shall be made to the lowest and best Bid(s) unless this Solicitation specifies that best value criteria is being used.

A.11.3. In order to receive an award or payments from the State of Oklahoma, Bidder must be registered. The Bidder registration process can be completed electronically through the DCS website at the following link: <https://www.ok.gov/dcs/vendors/index.php>.

A.11.4. It is the preference of the State to award to a single Contractor. However, the State reserves the right to award to multiple Contractors when it has been determined to be in the best interest of the State.

A.12. Contract Modification

A.12.1. The Contract Documents issued as a result of this Solicitation is under the authority of the State personnel signing the Contract Documents. The Contract may be modified only through a written Amendment, signed by the State.

A.12.2. Any change to the Contract, including the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by a person who is not specifically authorized by OMES ISD in writing, or that is made unilaterally by the Contractor, is a material breach of the Contract. Unless otherwise specified by applicable law or rules, such changes, including but not limited to any unauthorized written amendment, shall be void and without effect, and the Contractor shall not be entitled to any claim under the Contract based on those changes. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the Contract.

A.13. Delivery, Inspection and Acceptance

A.13.1. All deliveries shall be F.O.B. Destination. The Contractor shall prepay all packaging, handling, shipping and delivery charges and prices quoted shall include all such charges. Any products delivered pursuant to this Contract shall be subject to final inspection and acceptance by the procuring entity at Destination and the procuring entity has no responsibility for the delivered products prior to acceptance. Title and risk of loss or damage to all items shall be the responsibility of the Contractor until accepted. The Contractor shall be responsible for filing, processing, and collecting any and all damage claims accruing prior to acceptance. "Destination" shall mean delivered to the receiving dock or other point specified in the applicable purchase order.

A.13.2. Contractor shall be required to deliver products as offered on or before the required date. Deviations, substitutions, or changes in the products shall not be made unless expressly authorized in writing by the State.

A.14. Invoicing and Payment

A.14.1. Upon submission of an accurate and proper invoice, the invoice shall be paid in arrears after products have been delivered or services provided and in accordance with applicable law. Invoices shall contain the purchase order number, a description of the products delivered or services provided, and the dates of such delivery or provision of services.



A.14.2.State Acquisitions are exempt from sales taxes and federal excise taxes.

A.15. Audit and Records Clause

A.15.1.As used in this clause, “records” includes books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form. In accepting any contract with the State, the Contractor agrees any pertinent state or federal agency shall have the right to examine and audit all records relevant to execution and performance of this Contract.

A.15.2.The Contractor is required to retain records relative to this Contract for the duration of this Contract and for a period of seven (7) years following completion and/or termination of this Contract. If an audit, litigation, or other action involving such records is started before the end of the seven-year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved, or until the end of the seven (7) year retention period, whichever is later.

A.16. Non-Appropriation Clause

The terms of this Contract and any purchase order issued for multiple years under this Contract are contingent upon sufficient appropriations being made by the applicable state legislature, federal government or other appropriate government entity. Notwithstanding any language to the contrary in this Contract, or any other Contract Document, the State may terminate its obligations under this Contract if sufficient appropriations are not made by the Oklahoma Legislature, federal government or other appropriate governing entity to pay amounts that may become due under the terms of multiple year agreements in connection with this Contract. The decision as to whether sufficient appropriations are available shall be accepted by, and be final and binding on, the Contractor.

A.17. Choice of Law and Venue

A.17.1.Any claims, disputes or litigation relating to the Contract Documents, singularly or in the aggregate, or the execution, interpretation, performance, or enforcement thereof shall be governed by the laws of the State of Oklahoma, without regard to application of choice of law principles.

A.17.2.Venue for any action, claim, dispute, or litigation relating in any way to the Contract Documents shall be in Oklahoma County, Oklahoma.

A.18. Termination for Cause

A.18.1.The Contractor may terminate this Contract in whole or in part for default with both a thirty (30) day written request and upon written approval from the State. The State may terminate this Contract in whole or in part for default or any other just cause upon a thirty (30) day written notification to the Contractor.

A.18.2.The State may terminate this Contract immediately, in whole or in part, without a thirty (30) day written notice to the Contractor, when violations are found to be an impediment to the function of the State and detrimental to the cause of a State Entity, when conditions preclude the thirty (30) day notice, or when the State determines that an administrative error occurred prior to Contract performance.

A.18.3.If this Contract or certain obligations hereunder are terminated, the State shall be liable only for payment for products delivered and accepted and such termination shall not be an exclusive remedy but shall be in addition to any other rights and remedies provided for by law.



A.19. Termination for Convenience

A.19.1. The State may terminate this Contract, in whole or in part, for convenience if the State Chief Information Officer determines that termination is in the State's best interest. The State shall terminate this Contract by delivering to the Contractor a notice of termination for convenience specifying the terms and effective date of termination. The Contract termination date shall be a minimum of sixty (60) days from the date the notice of termination is issued by the State.

A.19.2. If this Contract or certain obligations hereunder are terminated pursuant to this section, the State shall be liable only for products delivered and accepted and such termination shall not be an exclusive remedy but shall be in addition to any other rights and remedies provided for by law.

A.20. Insurance

The Contractor shall maintain and promptly provide proof to the State of the following insurance coverage, and any renewals, additions or changes thereto, as long as the Contractor has any obligation under a Contract Document:

- a) Worker's Compensation and Employer's Liability Insurance in accordance with applicable law.
- b) Commercial General Liability Insurance on a per occurrence basis with limits of liability not less than \$1,000,000 per occurrence and aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage;
- c) Automobile Liability Insurance with limits of liability of not less than \$1,000,000 per occurrence combined single limit including bodily injury and property damage and with coverage, if applicable, for all owned vehicles, all non-owned vehicles, and all hired vehicles;
- d) Professional Errors and Omissions Insurance which shall include Consultant's Computer Errors and Omissions Coverage with limits not less than \$1,000,000 per claim and in the aggregate; and
- e) Additional coverage required by the State in writing in connection with a particular Acquisition.

A.21. Employment Relationship

This Contract does not create an employment relationship between the parties. Individuals performing services required by this Contract are not employees of the State or a State Entity and, accordingly, shall not be eligible for rights or benefits accruing to such employees including but not limited to health insurance benefits, workers' compensation insurance, paid vacation or other leave, or any other employee benefit.

A.22. Compliance with the Oklahoma Taxpayer And Citizen Protection Act Of 2007

By submitting a Bid to this Solicitation, the Bidder certifies that it is registered and participates in the Status Verification System, available at www.dhs.gov/E-Verify, as required under applicable State law and is in compliance with applicable federal immigration laws and regulations. The Bidder agrees that compliance with the certification set forth in this section shall be a continuing obligation.

A.23. Compliance with Applicable Laws

A.23.1. In connection with its performance of obligations under the terms of this Contract, the Bidder certifies compliance with and, if awarded the Contract pursuant to this Solicitation, shall continue to comply with all applicable federal, state, and local laws, rules, regulations, ordinances and orders, as amended, including but not limited to the following:



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- a) Drug-Free Workplace Act of 1988 and as implemented at 45 C.F.R. part 76, Subpart F;
- b) If the payments pursuant to the Contract are expected to exceed \$100,000.00, Section 306 of the Clean Air Act, Section 508 of the Clean Water Act, Executive Order 11738, and Environmental Protection Agency Regulations which prohibit the use under nonexempt Federal contract, grant or loans of facilities included on the EPA List of Violating Facilities;
- c) Prospective participant requirements set forth at 45 C.F.R. part 76 in connection with debarment, suspension and other responsibility matters;
- d) 1964 Civil Rights Act, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973 and Executive Orders 11246 and 11375, Americans with Disabilities Act of 1990;

For Persons entering into a grant or cooperative agreement over \$100,000.00 (as defined at 45 C.F.R. §§93.105 and 93.110), Anti-Lobbying Law set forth at 31 U.S.C. §1325 and as implemented at 45 C.F.R. part 93;
- e) Obtaining certified independent audits conducted in accordance with Government Auditing Standards and Office of Management and Budget Circular A-133 with approval and work paper examination rights of the applicable procuring entity; and
- f) Be registered as a business entity licensed to do business in the State (registration through the Oklahoma Secretary of State at <https://www.sos.ok.gov>), have obtained a sales tax permit and be current on franchise tax payments to the State, as applicable.

A.23.2. The Contractor shall maintain all applicable licenses and permits required in association with its obligations hereunder.

A.23.3. The Contractor shall inform its employees, agents and proposed subcontractors who perform services for the State under this Contract of the Contractor's obligations hereunder and shall require compliance accordingly. At the request of the State, Contractor shall promptly provide adequate evidence that such persons are its employees, agents or approved subcontractors and have been informed of their obligations hereunder.

A.24. Gratuities

The rights of Contractor under the terms of this Contract may be immediately terminated, in whole or in part, by written notice if it is determined that the Contractor, its employee, agent or another representative offered or gave a gratuity (e.g., an entertainment or gift) to any State employee directly involved in this Contract. In addition, a Contractor determined to be guilty of such a violation may be suspended or debarred.

A.25. Preclusion from Resulting Contracts

Any Bidder that has provided any consulting services or technical assistance that resulted in any specifications or concepts in this Solicitation, either directly or indirectly, is precluded from being awarded the Contract and from securing a sub-contractor that has provided such services.

Mutual Responsibilities

The State and Contractor agree that:

A.25.1. Neither party grants the other the right to use any trademarks, trade names, or other designations in any promotion or publication without express written consent by the other party.



A.25.2. This is a non-exclusive Contract and each party is free to enter into similar agreements with others.

A.25.3. Each party grants the other only the licenses and rights specified in the Contract Document and all other rights and interests are expressly reserved.

A.25.4. Except as otherwise set forth herein, where approval, acceptance, consent, or similar action by either party is required under this Contract, such action shall not be unreasonably delayed or withheld

A.26. Background Checks and Verifications

At the sole discretion of the State, employees of the Contractor and any subcontractor of the Contractor may be subject to background checks. If background check information is requested, the Contractor must submit, or cause to be submitted, the required information in a timely manner and the Contractor's access to facilities, data and information may be withheld prior to completion of background verification acceptable to the State.

A.27. Confidentiality

A.27.1. The Contractor shall maintain strict security of all State data and records entrusted to it or to which the Contractor gains access, in accordance with and subject to applicable federal and state laws, rules, regulations and policies and shall use any such data or records only as needed by Contractor for performance of its obligations hereunder. The Contractor further agrees to evidence such confidentiality obligation in a separate writing if required under such applicable federal or state laws, rules and regulations. If Contractor utilizes a permitted subcontractor, Contractor shall obtain specific written assurance, and provide a copy to the State, that the subcontractor shall maintain this same level of security of all data and records entrusted to or accessed by the subcontractor and agree to the same obligations as Contractor, to the extent applicable. Such written assurance may be set forth in the required subcontractor agreement referenced herein.

A.27.2. No State data or records shall be provided or the contents thereof disclosed to a third party unless specifically authorized to do so in writing by the State CIO or in compliance with a valid court order. The Contractor shall immediately forward to the State and the State CIO any request by a third party for data or records in the possession of the Contractor or any subcontractor or to which the Contractor or subcontractor has access and Contractor shall fully cooperate with all efforts to protect the security and confidentiality of such data or records in response to a third party request.

A.28. Unauthorized Obligations

At no time during the performance of this Contract shall the Contractor have the authority to obligate any other party hereto for payment of any goods or services over and above those set forth in this Contract. If the need arises for goods or services over and above the products, Contractor shall cease the project and contact the appropriate procuring entity for written approval prior to proceeding.

A.29. Electronic and Information Technology Accessibility

Contractor shall comply with federal and state laws, rules and regulations related to information technology accessibility, as applicable, including but not limited to Oklahoma Information Technology Accessibility Standards ("Standards") set forth at http://www.ok.gov/cio/documents/isd_itas.pdf and Contractor shall provide a Voluntary Product Accessibility Template ("VPAT") describing such compliance, which may be provided via a URL linking to the VPAT. If the products will require development or customization, additional requirements and documentation may be required and compliance shall be necessary by Contractor. Such requirements may be stated in appropriate documents including but not limited to state bids, request for



proposals, statements of work, riders, agreements, purchase orders and Amendments. Accordingly, in each statement of work or similar document issued pursuant to this Contract, Vendor shall describe such compliance and identify, if and as applicable, (i) which exception to the Standards applies or (ii) a description of the tasks and estimated cost to make the proposed products and/or services compliant with applicable Standards.

All representations contained in the VPAT provided will be relied upon by the State for accessibility compliance purposes.

A.30. Patents and Copyrights

A.30.1. Without exception, the products prices shall include all royalties or costs owed by the Contractor to any third party arising from the use of a patent or copyright.

A.30.2. If a third party claims that any portion of the products provided by Contractor under the terms of this Contract infringes that party's patent or copyright, the Contractor shall defend the State against the claim at the Contractor's expense and pay all related costs, damages, and attorneys' fees incurred by, or assessed to, the State, provided the State (i) promptly notifies the Contractor in writing of the claim and (ii) to the extent authorized by the Attorney General of the State, allows the Contractor to control the defense and any related settlement negotiations. If the Attorney General of the State does not authorize sole control of the defense and settlement negotiations to Contractor, Contractor shall be granted authorization to equally participate in any proceeding related to this section but Contractor shall remain responsible to indemnify the State for all associated costs, damages and fees incurred by or assessed to the State.

A.30.3. If such a claim is made or appears likely to be made, the Contractor shall enable the State to legally continue to use, or modify for use, the portion of products at issue or replace such potential infringing products with at least a functional non-infringing equivalent. If the Contractor determines that none of these alternatives is reasonably available, the State shall return such portion of the products at issue to the Contractor, upon written request, in exchange for a refund of the price paid for such returned goods as well as a refund, if applicable, of other products which are rendered materially unusable as intended due to removal of the portion of products at issue.

A.30.4. Contractor has no obligation regarding a claim based on any of the following: (i) modification of a product by any party other than Contractor, its employee, agent, representative, permitted subcontractor, or any State employee acting in conjunction with the Contractor; (ii) a program's use in other than its specified operating environment; (iii) the combination, operation, or use of a product with other products not provided by Contractor as a system or (iv) infringement solely by a non-Contractor product that has not been provided to the State by, through or on behalf of the Contractor as opposed to its combination with products Contractor provides to or develops for the State as a system.

A.31. Assignment

Contractor's obligations under a Contract Document may not be assigned or transferred to any other person or entity without the prior written consent of the State which may be withheld in its sole discretion. Rights granted under the terms of this Contract may be assigned or transferred, at no additional cost, to other entities within the State.

A.32. Severability

If any provision for this contract shall be held to be invalid or unenforceable for any reason, the remaining



provisions shall continue to be valid and enforceable. If a court finds that any provision of this contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

A.33. Paragraph Headings

The headings used in this Contract are for convenience only and do not constitute part of the Contract.

A.34. Failure to Enforce

Failure by the State, as applicable, at any time to enforce a provision of, or exercise a right under, any Contract Document shall not be construed as a waiver of any such provision. Such failure to enforce or exercise shall not affect the validity of any Contract Document, or any part thereof, or the right of the State to enforce any provision of, or exercise any right under, a Contract Document at any time in accordance with its terms. Likewise, a waiver of a breach of any provision in a Contract Document shall not affect or waive a subsequent breach of the same provision or a breach of any other provision in a Contract Document.

A.35. Conflict of Interest

A.35.1. Bidder must provide immediate disclosure of any contractual relationship or any other relevant contact with any State personnel or another contractor involved in the development of a Bidder's response to this Solicitation. Any conflict of interest shall, at the sole discretion of the State, be grounds for rejection of the Bid or termination of project involvement.

A.35.2. In addition to any requirement of law or through a professional code of ethics or conduct, the Contractor and the Contractor's employees performing services for the State are required to disclose any outside activity or interest that conflicts or may conflict with the best interest of the State. Further, without prior written approval of the State, such employees shall not plan, prepare, or engage in any activity that conflicts or may conflict with the best interest of the State as long as the Contractor has an obligation under this Contract. Prompt disclosure is required under this section if the activity or interest is related, directly or indirectly, to any person or entity currently under contract with or seeking to do business with the State, its employees or any other third-party individual or entity awarded a contract with the State.

A.36. Limitation of Liability

To the extent any limitation of liability in any Contract Document is construed by a court of competent jurisdiction to be a limitation of liability in violation of applicable law, such limitation of liability shall be void.

A.37. Media Ownership (Disk Drive and/or Memory Chip Ownership)

A.37.1. In accordance with the State of Oklahoma Information Security Policy, Procedures, Guidelines set forth online at <http://www.ok.gov/cio/documents/InfoSecPPG.pdf> ("Electronic Media Retention Requirements"), any disk drives and memory cards purchased with or included for use in leased or purchased equipment under this Contract remain the property of the State.

A.37.2. Personal Identification Information may be retained within electronic media devices and components; therefore, the State shall not allow the release of electronic media either between State Entities or for the resale of refurbished equipment that has been in use by State Entities, by the Contractor to the general public or other entities. Electronic Media Retention Requirements shall also be applied to replacement devices and components, whether purchased or leased, the Contractor may supply during the downtime (repair) of



equipment purchased or leased through this Contract. If a device has to be removed from a location for repairs, the State shall have sole discretion, prior to removal, to determine and enforce sufficient safeguards (such as a record of hard drive serial numbers) to protect Personal Identification Information that may be stored within the hard drive or memory of the device.

A.38. Offshore Services

No offshore services are provided for under this Contract. State data shall not be used or accessed internationally, for troubleshooting or any other use not specifically provided for herein without prior written permission, which may be withheld in the State's sole discretion, from the appropriate authorized representative of the State.

A.39. Failure to Provide

The Contractor's repeated failure to provide defined services, without reasonable basis as determined in the sole discretion of the State CIO, shall constitute a material breach of the Contractor's obligations, which may result in partial or whole cancellation of the Contract.

A.40. Agency Policies

The Contractor's employees and/or sub-contractors must adhere to applicable State policies including but not limited to acceptable use of Internet and electronic mail, facility and data security, press releases, and public relations. It is up to the Contractor to review and relay State policies covering the above to the consulting staff.

A.41. Compliance with Technology Policies

The Contractor agrees to adhere to the State of Oklahoma "Information Security Policy, Procedures, and Guidelines" available at:

www.ok.gov/OSF/documents/StateOfOklahomaInfoSecPPG_osf_12012008.pdf

High Technology System Performance and Upgrades

A.42. Media Ownership (Disk Drive and/or Memory Chip Ownership)

A.42.1.If an Acquisition pursuant to this Contract includes a "high technology system" as defined under Oklahoma law, the Contractor shall provide documentation of the projected schedule of recommended or required system upgrades or improvements to such system for the three (3) year period following the target purchase date. If Contractor does not plan such system upgrades or improvements, the Contractor shall provide documentation that no system upgrades or improvements to the high technology system are planned for the three (3) year period following the target purchase date.

A.42.2.Any Acquisition pursuant to this Contract of an upgrade or enhancement to a high technology system shall be conditioned upon the Acquisition being provided at no charge to the State; the Acquisition being provided to the State at no additional charge pursuant to a previous agreement with the Contractor; the Contractor providing documentation that any required or recommended upgrade will enhance or is necessary for performance of the applicable State agency duties and responsibilities; or the Contractor providing documentation that it will no longer supply maintenance assistance to the applicable State agency and the applicable State agency documenting that the functions performed by the high technology system are necessary for performance of the State agency duties and responsibilities.



A.43. Emerging Technologies

The State of Oklahoma reserves the right to modify the terms of this Contract at any time to allow for technologies not identified in this Contract. If there are repeated requests for an “emerging technology” and the State feels it is warranted to add such technologies, the State reserves the right to include such technology hereunder or to issue an Amendment to this Contract.



A.44. Ownership Rights

A.44.1. Any software developed by the Contractor is for the sole and exclusive use of the State including but not limited to the right to use, reproduce, re-use, alter, modify, edit, or change the software as it sees fit and for any purpose. Moreover, except with regard to any deliverable based on the Utilities, the State shall be deemed the sole and exclusive owner of all right, title, and interest therein, including but not limited to all source data, information and materials furnished to the State, together with all plans, system analysis, and design specifications and drawings, completed programs and documentation thereof, reports and listing, all data and test procedures and all other items pertaining to the work and services to be performed pursuant to this Contract including all copyright and proprietary rights relating thereto. With respect to Utilities, the Contractor grants the State, for no additional consideration, a perpetual, irrevocable, royalty-free license, solely for the internal business use of the State, to use, copy, modify, display, perform, transmit and prepare derivative works of Utilities embodied in or delivered to the State in conjunction with the products.

A.44.2. Except for any Utilities, all work performed by the Contractor of developing, modifying or customizing software and any related supporting documentation shall be considered as Work for Hire (as defined under the U.S. copyright laws) and, as such, shall be owned by and for the benefit of State.

A.44.3. In the event that it should be determined that any portion of such software or related supporting documentation does not qualify as "Work Made for Hire", Contractor hereby irrevocably grants to the State, for no additional consideration, a non-exclusive, irrevocable, royalty-free license to use, copy, modify, display, perform, transmit and prepare derivative works of any such software and any Utilities embodied in or delivered to the State in conjunction with the products.

A.44.4. Contractor shall assist the State and its agents, upon request, in preparing U.S. and foreign copyright, trademark, and/or patent applications covering software developed, modified or customized for the State. Contractor shall sign any such applications, upon request, and deliver them to the State. The State shall bear all expenses that incurred in connection with such copyright, trademark, and/or patent applications.

A.44.5. If any Acquisition pursuant to this Contract is funded wholly or in part with federal funds, the source code and all associated software and related documentation owned by the State may be shared with other publicly funded agencies at the discretion of the State without permission from or additional compensation to the Contractor.

A.44.6. It is understood and agreed that the Software is being developed by the Contractor for the sole and exclusive use of the State of Oklahoma. Moreover, except with regard to any deliverable based on Contractor's Utilities, the State of Oklahoma shall be deemed the sole and exclusive owner of all right, title, and interest therein, including all copyright and proprietary rights relating thereto.

A.44.7. Except for any Utilities, all work performed by the Contractor of software and any supporting documentation therefore shall be considered as Works for Hire (as such are defined under the U.S. Copyright Laws) and, as such, shall be owned by and for the benefit of State of Oklahoma.

A.45. Source Code Escrow – Reference Title 62 O.S. § 34.31

If required under applicable Oklahoma law relating to customized computer software developed or modified exclusively for a State Entity, the Contractor shall have a continuing obligation to comply with such law and place the source code for such software and any modifications thereto into escrow with an independent third



party escrow agent. Contractor shall pay all fees charged by the escrow agent and enter into an escrow agreement, the terms of which are subject to the prior written approval of the State, with the escrow agent including terms that provide the State receives ownership of all escrowed source code upon the occurrence of any of the following:

- a) A bona fide material default of the obligations of the Contractor under the agreement with the agency;
- b) An assignment by the Contractor for the benefit of its creditors;
- c) A failure by the Contractor to pay, or an admission by the Contractor of its inability to pay, its debts as they mature;
- d) The filing of a petition in bankruptcy by or against the Contractor when such petition is not dismissed within sixty (60) days of the filing date;
- e) The appointment of a receiver, liquidator or trustee appointed for any substantial part of the Contractor's property;
- f) The inability or unwillingness of the Contractor to provide the maintenance and support services in accordance with the agreement with the agency;
- g) The ceasing of a Contractor of maintenance and support of the software; or
- h) Such other condition as may be statutorily imposed by the future amendment or enactment of applicable Oklahoma law.

A.46. Right to Renegotiate

Prior to exercising the State's right to cancel this Contract, the State may renegotiate the Contract for the purpose of obtaining more favorable terms for the State, provided that the term of the Contract is not modified.

A.47. Used or New Products

Bidder shall offer new items of current design unless this Solicitation specifies used, reconditioned, or remanufactured products are acceptable. Warranties in both cases should be the same.

A.48. Publicity

The award of this Contract to Contractor is not in any way an endorsement by the State of Contractor or the products and shall not be so construed by Vendor in any advertising or publicity materials. Vendor agrees to submit to the State all advertising, sales promotion, and other publicity matters relating to this Contract wherein the State's name is mentioned or language used from which the connection of the State's name therewith may, in the State's judgment, be inferred or implied as an endorsement. Vendor further agrees not to publish or use such advertising, sales promotion, or publicity matter or release any informational pamphlets, notices, press releases, research reports, or similar public notices concerning this Contract without obtaining the prior written approval of the State.

A.49. Mandatory and Non-Mandatory Terms

A.49.1. Whenever the terms "shall", "must", "will", or "is required" are used in this Solicitation, the specification being referred to is a mandatory specification of this Solicitation. Failure to meet any mandatory specification may cause rejection of a Bid.



A.49.2. Whenever the terms “can”, “may”, or “should” are used in this Solicitation, the specification being referred to is a desirable item and failure to provide any item so termed shall not be cause for rejection of a Bid.

A.50. Non Tobacco – Smoke Free

By order of the Governor's Executive Order 2012-01, effective August 06, 2012 the use of any tobacco product shall be prohibited on any and all properties owned, leased or contracted for use by the State of Oklahoma, including but not limited to all buildings, land and vehicles owned, leased or contracted for use by agencies or instrumentalities of the State of Oklahoma.

A.51. OMES/ISD / Agency Relationship

Pursuant to the Oklahoma Information Technology Consolidation and Coordination Act, OMES ISD is the entity designated to purchase information technology assets on behalf of the State of Oklahoma. The Act directs OMES ISD to acquire necessary hardware and software, and directs OMES ISD to authorize the use of these assets by other State agencies. OMES ISD, as the owner of information technology assets on behalf of the State of Oklahoma, allows other State agencies to use these assets while retaining ownership and the right to reassign them upon written notification to the vendor.

A.52. Acceptance of Solicitation Content

Unless otherwise provided in Section One of the Bidder's response to this Solicitation, all Bids shall be firm representations that the responding Bidder has carefully investigated and will comply with all terms and conditions contained in this Solicitation. Upon award of any contract to the successful Bidder, the contents of this Solicitation, as may be amended by the Bid in Section One, shall become contractual obligations between the parties. Failure to provide all proposed Amendments to the terms and conditions contained in this Solicitation in Section One of the Bid may cause the Bid to be rejected from consideration for award.

A.53. Special Provisions

Special Provisions apply with the same force and effect as these General Provisions. However, conflicts or inconsistencies shall be resolved in favor of the Special Provisions.



B. SPECIAL PROVISIONS

B.1. Contract Term, Renewal and Extension Option

B.1.1. The term of this Contract shall be one (1) year (the “**Initial Term**”), with four (4) options to renew, subject to the terms and conditions set forth herein, each for a duration of one (1) year.

After the Initial Term, the Agreement may be renewed annually upon mutual written consent of the parties. Prior to each renewal, the State shall subjectively consider the value of this Contract to the State, the Contractor’s performance under the Contract and shall review certain other factors, including but not limited to the a) terms and conditions of Contract Documents to determine validity with current State and other applicable statutes and rules; b) then current products pricing and price discounts offered by Vendor; and c) then current products and support offered by Vendor.

B.1.2. If the State determines changes to a Contract Document are required as a condition precedent to renewal, the State and Contractor will cooperate in good faith to evidence such required changes in an Amendment.

B.1.3. The State, at its sole option, may choose to exercise an extension for ninety (90) days beyond the final renewal option period, at the Contract pricing rate. If this option is exercised, the State shall notify the Contractor in writing prior to contract end date. The State, at its sole option, may choose to exercise subsequent ninety (90) day extensions, by mutual consent and at the Contract pricing rate, to facilitate the finalization of related terms and conditions of a new award or as needed for transition to a new contractor. In the alternative, the State CIO reserves the right to extend any Contract awarded if it is determined to be in the best interest of the State.

B.2. Obligations of Permitted Subcontractor

B.2.1. If the Contractor is permitted to utilize subcontractors in support of this Contract, the Contractor shall remain solely responsible for its obligations under the terms of this Contract and for its actions and omissions and those of its agents, employees and subcontractors. Any proposed subcontractor shall be identified by entity name and by employee name in the applicable proposal and shall include the nature of the services to be performed. Prior to a subcontractor being utilized by the Contractor in connection with provision of the products, the Contractor shall obtain written approval of the State of such subcontractor and each employee of such subcontractor proposed for use by the Contractor. Such approval is within the sole discretion of the State. As part of the approval request, the Contractor shall provide a copy of a written agreement executed by the Contractor and subcontractor setting forth that such potential subcontractor is bound by and agrees to perform the same covenants and be subject to the same conditions, and make identical certifications to the same facts and criteria, as the Contractor under the terms of all applicable Contract Documents. Contractor agrees that maintaining such agreement with any subcontractor and obtaining prior approval by the State of any subcontractor and associated employees shall be a continuing obligation. The State further reserves the right to revoke approval of a subcontractor or an employee thereof in instances of poor performance, misconduct or for other similar reasons.

B.2.2. All payments for products shall be made directly to the Contractor. No payments shall be made to the Contractor for any services performed pursuant to this Contract by unapproved or disapproved employees of the Contractor or a subcontractor.



B.3. Warrants

Contractor warrants and represents that products or deliverables specified and furnished by or through the Contractor shall individually, and where specified by Contractor to perform as a system, be substantially uninterrupted and error-free in operation and guaranteed against faulty material and workmanship for a warranty period of a minimum of ninety (90) days from the date of acceptance or the maximum allowed by the manufacturer. Defects in products or deliverables specified and furnished by or through the Contractor shall be repaired or replaced by Contractor at no cost or expense to the State if such defect occurs during the warranty period.

B.4. Authorized Users

During the term of this Contract, any State Entity may utilize this Contract through OMES ISD.

B.5. Manufacturer Accessibility VPAT Website

The Contractor must provide a URL link for a website maintained by the Contractor or product manufacturer which provides VPAT's for all products offered through the Contract.

B.6. Commercial Off-The-Shelf (Cots) Software

In the event that Contractor specifies terms and conditions or clauses in an electronic license agreement notice that conflict with the terms of this Contract, the additional terms and conditions or conflicting clauses shall not be binding on the State and the provisions of this Contract shall prevail.

B.7. Type of Contract

This shall be a competitively awarded contract that is available for use by all State Entities through OMES ISD.

B.8. Contractor Services

The State of Oklahoma shall not guarantee any minimum or maximum amount of the Contractor services that may be required under this Contract.

B.9. Ordering

Any product furnished under this Contract shall be ordered by the issuance of a written purchase order or by the use of a valid State purchase card. There is no limit on the number of purchase orders that may be issued or purchase card transactions and delivery to multiple destinations may be required, as applicable, at no additional cost. All such issued purchase orders and purchase card transactions are subject to the terms and conditions of this Contract and other Contract Documents. Any issued purchase order or purchase card transaction dated prior to expiration or termination of this Contract shall be performed.



C. SOLICITATION SPECIFICATIONS

C.1. Overview

OMES ISD is accepting Bids from qualified bidders for the planning, implementation, testing, training and on-going maintenance of a successfully developed product to meet its needs with respect to Electronic Discovery (e-Discovery) and responses to open record requests.

The State of Oklahoma by and through OMES ISD will purchase a multi-tenant statewide solution. Additional licenses or subscriptions will be purchased by any State Entity on an as needed basis from OMES ISD. The solution can either be cloud-based, web based vendor hosted, or web based - OMES ISD hosted. This award will be based on best value.

C.2. Background

The State is currently unable to efficiently and consistently provide timely and accurate responses to open records and discovery requests and preserve potential evidence. The current manual process is labor intensive. The inability to provide timely information may potentially result in financial consequences to the State. The State is in need of a product to efficiently institute and maintain a litigation hold, harvest electronic information from a variety of sources, review the results and deliver responsive documents and information.

C.3. Objective

In summary, the solution will fulfill the following:

C.3.1. Provide the ability to prevent spoliation of evidence; retrieve, process, review, and produce electronic stored information in a variety of formats; and achieve greater process controls, defensibility and improved efficiencies.

C.3.2. Use a logical, context based navigation, and allow users with very basic computer skills to initiate a case or retrieval on a frontend interface in 1-5 steps.

C.3.3. Have an intuitive interface that is seamless between modules.

C.3.4. Create legally defensible audit trails.

C.3.5. Have the ability to upload and export documents and data in large data quantities.

C.3.6. Functional and Technical Requirements

C.4. Functional and Technical Requirements

Mandatory requirements are the minimum capabilities, features, and/or technical standards that must be met by a proposed solution to be determined responsive. Bidder shall provide a brief narrative describing installation, hardware and configuration requirements, other infrastructure considerations and the proposed method to meet the requirements of this Solicitation. Bidder should provide examples, samples, and/or screenshots as applicable to its proposed solution. A proposed solution must have the ability to perform the "must have" functionalities on the table below. Non-mandatory requirements, set forth below as "desirable" functions, are considered value added and additional points will be added to the initial evaluation scores to the extent a proposal contains such functionality.



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Section A	Multi-Tenant	Mandatory	Desirable
1	Ability to host and operate multiple agency environments within the tool	✓	
2	Allow each Agency to customize the look-and-feel of the application to match their branding		✓
3	Allow each Agency to independently customize access rights and restrictions for each user	✓	
4	Ability to scale agencies and users depending on need	✓	
5	Ability to support Multiple Active Directory Forests	✓	
6	Ability to support multiple email environments such as Exchange, Lotus Notes, and basic POP email services.		✓



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Section B	Data Ingestion/Processing	Mandatory	Desirable
7	Ability to manually load data from an online cloud-based file transfer tool.	✓	
8	During the data loading process, the application shall automatically extract text and metadata at least from: All Microsoft Office, TIFs, JPGs, GIFs, PDFs, BMP, Corel WordPerfect (wpd), XML, HTML, RTF, DAT, CSV, VCF, PNG, PSD, PCT, DB, DBF, ZIP, SIT, TMP, EML, ODBC, MSG (individual email files) and PST, OST (email archive files), smart phones, jump drives, hard drives, and server files.	✓	
9	During the data loading process, the application shall load metadata values without modifying the original document or changing system and document metadata values.	✓	
10	During the data loading process, the application shall identify any unprocessable files in a log file with the reason why the file could not be processed; such as, unknown file type, or password protected and shall extract text from all native files (including email messages) and load all text in a field. The application shall extract metadata about the native file and load it in fields.	✓	
11	During the data loading process, the application shall create a separate record for each native file.	✓	
12	During the data loading process, the application shall uniquely number the native files, email messages and attachments in a field.	✓	
13	The application shall create load exception files, provide a problem file report to include the file name and path of the document and problem description. For example: corrupted, password protected, unsupported file type, path too long (file path exceed 217 characters for Microsoft Excel files and 255 characters for all other file types).	✓	
14	During the auto load process, provide a manual load report for any data load job that falls outside the 10 data types listed in Requirement #8.	✓	
15	For all exception files loaded, provide a TIF placeholder informing the staff what the problem is.	✓	



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Section B	Data Ingestion/Processing	Mandatory	Desirable
16	Quickly load native files (recurse subdirectories). The vendor must provide their application's upper limits.	✓	
17	Deduplicate the collection within custodian or across custodians using MD5 or SHA.	✓	
18	Identify near-dupes (electronic files with "near duplicate" similarities, yet some differences in terms of content or metadata, or both for example, document versions, emails sent to multiple custodians, different parts of email chains, or similar proposals sent to several clients).	✓	
19	For near-dupe documents, assign confidence level (numeric value).	✓	
20	Load text messages, Bloomberg messages, tweets, instant messages.	✓	
21	Load audio files (e.g. voicemail) and associated meta data.	✓	
22	Load video files and associated meta data.	✓	
23	Load ASCII delimited text with hyperlinks to attachments.	✓	
24	Load EDRM XML load files.	✓	
25	Load Concordance databases with Concordance Image cross-reference files.		✓
26	Load Concordance load file with Concordance Image cross-reference files.		✓
27	Extract and load all files from compound files (i.e. rars, zips); do not include compound files as a document.	✓	
28	Auto OCR image type files (e.g. TIF, GIF, JPG) and PDFs, to include packaged PDFs. Flatten and extract text from all PDFs, included those with embedded text to ensure that all text has been extracted.	✓	
29	During autoload process, automatically unencrypt encrypted files (i.e. route file paths to separate server where password cracker software resides).		✓
30	Ability to add fields to DB without locking out users.	✓	
31	Ability to delete documents without locking out users.	✓	
32	Identify documents with tracked changes	✓	



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Section B	Data Ingestion/Processing	Mandatory	Desirable
33	Identify documents with hidden rows	✓	
34	Identify documents with hidden columns	✓	
35	Identify documents with hidden text including font text that is the same color as the background - typically white on white.	✓	
36	Quickly load Email Files (at least PST, MSG, NSF, EML, DBX) (Minimally 200GB per workstation/server in 24 hour period.) The vendor must provide their application's upper limits.	✓	
37	For native documents loaded, provide MD5 or SHA hash value in DB field.	✓	
38	Ability to overlay data into a database.	✓	
39	Store statistics upon data load such as document types, number of documents in the repository, number of emails, number of attachments, date documents were loaded and provide ability to generate report on that information realtime.	✓	



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Section C	Searching	Mandatory	Desirable
40	When searching emails provide clear, direct access to/from parent or attachment (1 step, 1-2 seconds).	✓	
41	Be automatically notified via email when new documents are added to the system that meet pre-established search criteria; email notification can be set up as option on a per user basis by the end user. Have document placed in a folder for review.		✓
42	Provide compensating search functions to help reduce the impact of low OCR confidence levels (e.g. fuzzy searching).	✓	
43	Ability to search and collect data from websites, (including publicly available third party sites), and log the history of the search and collection	✓	
44	Quickly find and navigate to a specific Bates/document number.	✓	
45	When a document is selected from searching, be able to execute a follow-up query that will present more documents like the selected one.	✓	
46	Search evidence using conceptual/natural language, Boolean, and proximity. If both conceptual and boolean searching is provided, allow user to set up default setting. Allow the use of advanced Boolean operators and parentheses to denote order of operation.	✓	
47	Allow for searching on specific characters (e.g period, @ - when searching for email addresses).	✓	
48	Reliably search evidence (same search against same documents returns same result).	✓	
49	Relevance rank results (relevance scoring). Vendor must explain how relevance is weighted.	✓	
50	Have autosuggest in search term box.		✓
51	Search within a document (e.g. used for depositions); 1 step. That is, fill in a search field or pop-up box and click or type "enter."	✓	
52	Automatic search on variations of the search terms (tense, inflection, plurals, etc.) with ability to turn off this function. Available with conceptual and boolean searching.	✓	



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Section C	Searching	Mandatory	Desirable
53	Provide data dictionary built from all data loaded into the case (include word counts).	✓	



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Section C	Searching	Mandatory	Desirable
54	Support standard and user-definable thesauri in searching.	✓	
55	Search process should be intuitive to a legal user (i.e., conceptually related search terms and topics, easily be able to separate relevant and non-relevant, ability to ID highly active custodians, etc.)	✓	
56	Product with robust search capabilities that courts will be less apt to question the searches conducted.	✓	
57	Ability to save searches: query and results.	✓	
58	View search history (ex: last X search queries user ran); execute previous search from history. (Vendor must explain whether the # of searches or time period of saved searches is front-end configurable).	✓	
59	Federated search across all case material (tens of thousands of data collections and hundreds of millions of documents) in less than 3 minutes (ex: identify repeat offenders, persons of interest). Vendor must explain if additional hardware or software is needed to achieve this.		✓
60	Federated search across a selected group of cases (thousands of data collections and hundreds of millions of documents) in less than 3 minutes (ex: identify repeat offenders, persons of interest). Vendor must explain if additional hardware or software is needed to achieve this.		✓
61	Ability to "learn" what is and is not relevant over multiple sessions with user (i.e. predictive coding)	✓	
62	Must provide the ability to search all documents by full text, keyword, key phrase, pattern, combination, bates # and wildcard.	✓	
63	Search within a search (nested searches).	✓	



Section D	Organizing	Mandatory	Desirable
64	Allow the end-user to intuitively create electronic folders/tags (Hot Docs, Witness folders) on the fly (1-2 steps; and not an administrative function; ability to create sub-folders, easily rename or delete folders; allow creation of predetermined folders without documents applied - although uncommon).	✓	
65	When creating electronic folders/tags the end-user has the ability to create sub-folders, easily rename folders, delete folders, and empty folders	✓	
66	When creating electronic folders/tags the end-user has the ability to easily rename folders.	✓	
67	When creating electronic folders/tags the end-user has the ability to easily delete folders.	✓	
68	When creating electronic folders/tags the end-user has the ability to create an empty folder.	✓	
69	Ability to move/copy a folder into another folder.	✓	
70	Bulk tag and untag documents (ex: from search results display).	✓	
71	Tag at the page, paragraph, sentence level, not just at the document level.	✓	
72	Provide for private and public folder/tags.	✓	
73	Provide for private and public folders, tags, and document numbering, including the ability to cross-reference internal working numbers with bates numbers applied to publicly-produced records	✓	
74	Easily and intuitively manage key facts, issues, and parties surrounding a case	✓	
75	Quickly create automated, customizable chronologies that aren't cluttered	✓	
76	Ability to send fact text (highlighted text) or an entire document to case management systems through cut and paste or other export features.		✓
77	Link to evidence (from case building tool) at page, paragraph, section level versus just document level.	✓	
78	Have timeline software that supports multiple events on the same day.	✓	



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Section E	Data Analysis	Mandatory	Desirable
79	Have threaded view of email to display the sequence of conversation or the entire thread.	✓	
80	Auto-categorize documents by topic (ex: have sidebar of results which shows how search results have been grouped with ability to toggle this window).	✓	
81	Data clustering of like documents presented graphically. Explain method(s) of clustering.	✓	
82	Ability to modify level of clustering (broad/detailed)	✓	
83	Entity extraction. Extract and populate into database fields: events, players, organizations and other entities found within the documents.		✓
84	Relationship analysis. Visually link events, players, organizations and other entities extracted from documents.		✓
85	Analyze and visually present relationships among entities (ex: social networks, timeline, geospatial).		✓
86	Provide domain analysis - display all the domains in an email collection. (e.g. click on a domain name and view all of the documents within).	✓	



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Section F	Production	Mandatory	Desirable
87	As a front end user function, quickly produce native/TIF/PDF documents out while removing any work product ((ex: tags, stickies, internal IDs/DBs/servers, network info/UNC paths). Minimum 100GB per 24 hours on a single server.	✓	
88	For produced documents, the application shall generate TIFs, PDF (or native files as needed) and electronically Bates endorse.	✓	
89	For produced documents, the application shall write the newly endorsed BEG/END Bates #s back to fields in the DB.	✓	
90	For produced documents, the application shall create the production in an industry standard delimited text file or EDRM file.	✓	
91	For produced documents, the application shall have the ability to produce a document multiple times with different Bates numbers and maintain the Bates numbers in database fields.	✓	
92	Upon completion of a document production, the application shall provide production size to determine media needs.	✓	
93	Easily check out (3-5 steps performed by an end-user) a subset of documents (i.e. "take on the road" when system access is limited or unavailable (includes images and native files if applicable).	✓	
94	When checking out documents allow for changes to the exported data (fielded/tags) and synch back changes upon return.		✓
95	Easily PDF out (2-3 steps performed by an end-user) a subset of documents to "take on the road" for depositions when intranet access is limited.	✓	



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Section G	Legal Hold	Mandatory	Desirable
96	User-friendly interface with clear plain language instructions	✓	
97	Ability to integrate remotely with a State entity's Active Directory to identify and select from a populated list of existing custodians and case managers.	✓	
98	Ability to create and customize (by administrators) legal holds and create/add notifications according to recipient types.	✓	
99	Ability to change and send notifications to custodians depending on role and responsibility, and escalate to managers automatically if needed	✓	
100	Ability to create hold notice templates.	✓	
101	Ability to track hold notice status in a dashboard interface	✓	
102	Ability to view report notification recipient activity, including viewing survey results, statistics and responses, and generate and/or export and download legal hold and defensibility data	✓	
103	Ability to archive and restore old or previously inactive legal holds, and (if needed) update custodian lists	✓	



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Section H	Miscellaneous (Ease of use and other miscellaneous requirements)	Mandatory	Desirable
104	Uses a software "wizard" or user-friendly software interface that presents users with a sequence of 1-3 steps with plain language dialog box(es) to create new cases. No IT/contractor assistance necessary.	✓	
105	Sort search results by date range, custodian, party, keyword or other database fields.	✓	
106	Toggle type of summary/display used in search results (ex: no summary, short summary, expanded summary).		✓
107	Highlight search terms hits in display summaries.	✓	
108	Highlight different search terms hits with different highlight colors in a single search.		✓
109	Have highlighted search terms in source document; synced and displayed on corresponding image if applicable.	✓	
110	Have front-end user-customizable view to sort on particular field(s) when a list of documents are presented.		✓
111	Have both Windows Explorer/Outlook like view (columnar) and Google like view and ability to toggle views.		✓
112	Easily view who said what to whom, message threads in Bloomberg messages, text messages and IMs.		✓
113	Have Windows Explorer/Outlook like interface, expandable trees; conduct search at any tree level.	✓	
114	With documents loaded into the system for each Custodian, in a Windows Explorer/Outlook expandable tree like fashion (e.g. CASE# Company-Firm Custodian Production Date), allow the end-user to search and/or view all the documents for an entire Agency (all the Custodians for that Agency).		✓
115	Send fielded information for a group of documents to Excel (i.e. production log).	✓	
116	Create hyperlinks to internal documents (i.e. hyperlinks to other transcripts, to other documents within the system).	✓	
117	User friendly to include minimal steps to perform tasks.	✓	
118	Easily and quickly TIF and electronically Bates endorse a set of documents with Bates prefix and sequence selected by the end-user (simple, 2-3 steps) based on	✓	



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Section H	Miscellaneous (Ease of use and other miscellaneous requirements)	Mandatory	Desirable
	documents in search results or electronic folder. "TIF-on-the-fly".		

Section H	Miscellaneous (Ease of use and other miscellaneous requirements)	Mandatory	Desirable
119	For documents "TIFd-on-the-fly" store assigned bates # in Bates field.	✓	
120	For documents "TIFd-on-the-fly" the application shall keep track of the Bates numbering as additional documents are "TIFd-on-the-fly".	✓	
121	For documents "TIFd-on-the-fly" a system administrator will have the ability to set a limit on the number of documents or pages TIFd/Bates endorsed.		✓
122	Using an indicator/flag/icon (something that stands out) notify the end-user that a document contains track changes.		✓
123	Using an indicator/flag/icon (something that stands out) notify the end-user that a document contains hidden rows.		✓
124	Using an indicator/flag/icon (something that stands out) notify the end-user that a document contains hidden columns.		✓
125	Using an indicator/flag/icon (something that stands out) notify the end-user that a document contains font text that is the same color as the background (hidden text - usually white on white).		✓
126	Allow end-user selective database field editing.		✓
127	Allow system administrator global database field editing.	✓	
128	Ability to open native files in native application (if available).	✓	
129	Provide "Undo" actions of previous function performed.	✓	
130	Option to review search results with email family (present both email and attachments).	✓	
131	Option to review search results with near dupes.	✓	
132	In user viewable and searchable field, track which documents have been viewed and	✓	



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Section H	Miscellaneous (Ease of use and other miscellaneous requirements)	Mandatory	Desirable
	not viewed by staff.		
133	Graphically present documents indicating at a glance which documents have been viewed and not viewed by anyone.		✓
134	Search in foreign language on documents loaded into the system.		✓
135	Support in Unicode.	✓	
136	Support image redactions.	✓	

Section H	Miscellaneous (Ease of use and other miscellaneous requirements)	Mandatory	Desirable
137	Auto-redaction of selected words, phrases, and personally identifiable information (e.g., Social Security Numbers).	✓	
138	Randomly select a subset of a collection to designated error rate and confidence interval; produce reports of recall and precision to generally accepted standards of information science.	✓	
139	Allow user to review a redacted document without the redaction.	✓	
140	Allow user to remove the redaction placed on a document.	✓	
141	Allow user to add text over redaction to indicate why the document was redacted.	✓	
142	Support image highlighting.		✓
143	Support selective zoom on images.		✓
144	Support fit to width on images.		✓
145	Support fit to height on images.		✓
146	Support persistent zoom on images.		✓
147	Support persistent rotation on images.		✓
148	Allow annotation on images (sticky notes).	✓	
149	Search on the annotations -- for either the presence of an annotation or the content.	✓	



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Section H	Miscellaneous (Ease of use and other miscellaneous requirements)	Mandatory	Desirable
150	Print WYSIWYG (what you see is what you get) – zoom in on image and print as it is viewed on the screen.		✓
151	Ability to print with mark-ups (i.e. redactions, annotations).	✓	
152	Print with separator sheets (images – when printing multiple documents).	✓	
153	Provide image/record synchronization (allow user to traverse search results and display corresponding image file in an open).		✓
154	Provide native file/record synchronization (allow user to traverse search results and display corresponding native file in viewer).		✓
155	View two documents side by side.	✓	



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Section H	Miscellaneous (Ease of use and other miscellaneous requirements)	Mandatory	Desirable
156	Provide bulk printing of images and native files.	✓	
157	Page through images within a document - less than two seconds.	✓	
158	Provide built-in default document viewer that displays native files.	✓	
159	Open a native file in built-in document viewer.	✓	
160	When viewing a selected document, the application shall display at least: All Microsoft Office, TIFs, JPGs, GIFs, PDFs, BMP, Corel WordPerfect (wpd), XML, HTML, RTF, DAT, CSV, VCF, PNG, PSD, PCT, DB, DBF, ZIP, SIT, TMP, EML, MSG (individual email files) and PST, OST (email archive files)	✓	
161	Thumbnail views of a document's images.	✓	
162	Ability to undock TIFF/native file viewer and view in second monitor.		✓
163	As an end-user function, support privileged document removal. Quickly locate and remove all aspects of a document identified as privilege using a list of Bates #s or hash values.	✓	
164	Easily upload and convert Concordance databases if needed.		✓
165	Web-based COTS end-user application.		✓
166	Run on Windows 7, 8 and XP	✓	
167	Provide field, document, collection, and case level security.	✓	
168	Provide tag/folder level security.	✓	
169	Provide role-based security.	✓	
170	Audit trails (who viewed, updated, tagged, untagged, or deleted a document; what searches were conducted by whom; who created and deleted tags; who tiffd-on-the-fly or produced out what documents with timestamps, and when documents were loaded to the system).	✓	
171	As an administrative function, allow audit trail retention to be set by duration or size.	✓	
172	Hold and maintain at least 6TB of data (databases, images, native documents) with possible growth of approximately 30-40% per year. Vendor must provide their application's upper limits.	✓	



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Section H	Miscellaneous (Ease of use and other miscellaneous requirements)	Mandatory	Desirable
173	Vendor must provide performance statistics and details for the tool proposed. Vendor must also include the architecture diagram to achieve this performance along with configuration specifications of associated hardware.	✓	
174	Ability to view different components of the application on multiple monitors.		✓
175	Ability to integrate with Active Directory users and groups for legal hold custodian data.	✓	
176	Support collaborative and private access ability (e.g. secure remote sharing of data with other agencies and expert witnesses).	✓	



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Section H	Miscellaneous (Ease of use and other miscellaneous requirements)	Mandatory	Desirable
177	Upload from a variety of sources and types including but not limited to: jump drives , hard drives, smartphones, server files, PST emails, word documents excel spreadsheets, ODBC, pictures, text messages, call logs, calendars, email attachments ,videos etc. and from multiple custodians.	✓	
178	De-NIST files. (Screening files against the National Institute of Standards and Technology list of computer file types for separation)	✓	
179	De-Duplicate within one custodian’s files and across the files of multiple custodians	✓	
180	To search using key words, concept searching, email threading.(related words and concepts)	✓	
181	Use Technology Assisted Review or Predictive Coding.	✓	
182	Create an audit trail of the search process.	✓	
183	Use within Optical Character Recognition (OCR)	✓	
184	For multiple users to review culled, de-NISTed, de-duplicated potentially responsive documents produced by the search methodology, annotate for privilege and responsiveness, and redact.	✓	
185	Produce results in a variety of formats to include but not limited to the following: PDF, TIFF (with an accompanying load file), native and XML.	✓	
186	Protect confidential information from e-mail disclosure.		✓



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187	Perform sampling.	✓	
188	Logically relate or group e-mails based on their content and in accordance with various agency's Record Retention Schedules.		✓
189	Retain records in a usable format for the required retention period.	✓	
190	Ensure the records are accessible to authorized persons throughout the retention period, and permit easy and timely retrieval of both individual records and files or other groupings of related records.	✓	
191	Retain identifying information of all parties on distribution list for as long as the message is retained.	✓	
192	Retain a record of the real names of senders or recipient as long as any record is retained that contains only a code or aliases to identify a sender or recipient.	✓	
193	Maintain e-mail attachments as part of the e-mail.	✓	
194	Facilitate destruction of records according to the applicable Records Disposition Schedule.		✓
195	Enable permanent retention and retrieval of records, as applicable.		✓
196	Preserve relevant e-mails, regardless of retention periods, if litigation has occurred or is reasonably expected to occur.	✓	



C.5. Implementation Work Plan

Bidder shall submit a proposed implementation and support plan solutions with processes. **If such a plan is not applicable to the Bidder's proposed solution, Bidder shall state that this Section C.5 is inapplicable.**

C.5.1. Bidder shall submit a brief narrative describing the Bidder's capabilities include a summary work plan and project timeline, based from an estimated date of award, and any proposed interim milestones. The Bidder must specify in the implementation work plan the tasks and activities that are to be undertaken, as well as, identifying responsibility for completion of each activity and task.

C.5.2. Bidder must submit a proposed work plan that will minimize system downtime of malfunction, include estimated timelines for staged implementation and testing that will meet the expected effective dates. Bidder must propose an approach and/or a methodology to be utilized for implementing each deliverable described in this Solicitation requirements/specifications and shall provide samples of work relevant to each deliverable. Implementation/work plan shall include a detailed Conversion Plan and System Testing Plan.

C.6. Staffing Plan

The Contractor's staff must have, at a minimum, any mandatory certifications, licensure, experience, and skills. If it becomes necessary for the Contractor to modify the staffing plan from that originally proposed, personnel assigned to the project will be of equivalent education and experience as those originally proposed. This also applies to the use or substitution of proposed subcontractors. Changes to the staffing plan following award of the Contract must be approved, in writing and in advance, by OMES ISD, which approval shall not be unreasonably withheld. In the event such a staffing change becomes necessary, the Contractor shall make a written request to the State Project Manager, including the resume or other descriptions of the qualifications and experience of the proposed alternate and, if appropriate, a justification for the change. The Contractor shall be responsible for ensuring individuals with similar qualifications and experiences are provided as alternates. OMES ISD reserves the right to interview the proposed alternate (via telephone or in person) and accept or reject the proposed change. **If such a plan is not applicable to the Bidder's proposed solution, Bidder shall state that this Section C.6 is inapplicable.** To the extent a proposed staffing plan is applicable to a Bid, the plan should include the following:

C.6.1. Identify the specific individual (s) who will work on the e-Discovery Implementation project: qualifications, past, and similar experiences;

C.6.2. Include names of staff member (s) who will direct the overall project through the duration of the contract, as well as, those staff members who will coordinate major activities;

C.6.3. Describe the experience and qualifications of the implementation team;

C.6.4. Resumes of all key personnel including proposed subcontractors; and

C.6.5. Specifically identify any proposed subcontractors that will be used, including a description of their role in completion of the project. Include an organization chart showing lines of communication and authority.



C.7. Training

The awarded Contractor will provide training. The proposed plan must include a description of the recommended training required to have full working knowledge of the proposed solution. On-site training will be finalized during the project kickoff meeting. The training manual or materials, as updated, must be accessible online for users. The awarded Contractor will be responsible for keeping all training and documentation materials current and updated.

The proposed training plan shall include, at a minimum, a description of the following:

- C.7.1. On-site training details;
- C.7.2. Bidder shall identify any additional personnel, with descriptions of experience and qualifications, that should be included in the training;
- C.7.3. Any options regarding the amount of training;
- C.7.4. Methodology for training;
- C.7.5. Periodic, ongoing training must be available for knowledge refresh, updates and new features;
- C.7.6. Distinguishing advantages of each training option;
- C.7.7. The proposed training environment, for example on-site, web, or other; and
- C.7.8. Any assumptions or requirements of any State Entity user.

C.8. Maintenance/Support

The proposed solution shall provide ongoing maintenance and support during the term of the contract, and any extension or renewal thereof. Support is required for ongoing maintenance, including but not limited to, standards and process updates. Bidder shall provide the following information and any other that is pertinent to a proposed solution:

- C.8.1. A detailed Help Desk description;
- C.8.2. Identification of and contact information (name, title, address, telephone, and e-mail) for progressively higher level personnel involved in resolving an escalated problem;
- C.8.3. Contact information (same as above) for persons responsible for resolving issues after normal business hours (i.e. evenings, weekends, holidays, etc.) and on an emergency basis;
- C.8.4. Support availability (days of the week and time);
- C.8.5. Whether software configuration and any new software releases, software patch updates or software upgrades are included in standard maintenance and support; and
- C.8.6. Ongoing maintenance pricing quoted both monthly and quarterly, although it shall be invoiced and paid quarterly.

C.9. Project Management

C.9.1. Kickoff Meeting – The project schedule/work plan will include a kickoff to be held at OMES ISD within 14 days of award. The minimum participants from the Contractor’s team at this kickoff meeting will be the State Project Manager, the Contractor’s Manager/Account Executive providing corporate oversight of the project, and at least one Lead Developer. In the event that a component of the system is provided through a subcontractor, the subcontractor’s Project Manager and technical representative will be at the kickoff meeting.



OMES ISD will provide meeting space and similar representation. The Contractor shall provide a written report to the State Project Manager within 5 working days documenting all discussions and decisions conducted at the kickoff meeting.

C.9.2. Project Schedule – The final project schedule, implementation/work plan, will be developed by the Contractor with input and final approval by State Project Manager. The agreed upon project schedule may not be modified without the mutual written consent of the State Project Manager and the Contractor’s Project Manager.

C.9.3. Additional Project Management Support – If the project encounters difficulty, OMES ISD may require additional meetings or progress/status reports. The Contractor shall maintain and support such additional project management support in the format and at the frequency deemed necessary by OMES, at no additional cost. At the discretion of OMES, such support may take the form of written reports, conference calls, and/or face-to-face meetings, as required.

C.9.4. Progress Reports – The Contractor shall provide periodic progress reports to the State Project Manager, at a frequency to be mutually agreed upon, but not less than monthly. Progress reports shall be provided via face-to-face meetings, conference calls, or other mutually agreed methods. The Contractor shall be responsible for documenting all meetings and conference calls. Written summaries of meetings to include those participating, key points of discussion, any resulting decisions, or action items, and a written version of the progress report shall be provided to the State Project Manager within two (2) business days of each meeting.



D. EVALUATION

D.1. Evaluation and Award

D.1.1. Bids shall be evaluated on the “best value” determination.

D.1.2. The State reserves the right to request demonstrations and clarifications from any or all responding Bidders.

D.2. Proposal Clarification Questions

The State reserves the right, at its sole discretion, to request clarifications of technical Bids or to conduct discussions for the purpose of clarification with any or all Bidders. The purpose of any such discussions shall be to ensure full understanding of the Bid. If clarifications are made because of such discussion, the Bidder(s) shall put such clarifications in writing. The clarification shall not alter or supplement the Bid.

D.3. Competitive Negotiations of Bids

The State reserves the right to negotiate with one, selected, all or none of the Bidders responding to this Solicitation to obtain the best value for the State. Negotiations could entail discussions on products, services, pricing, contract terminology or any other issue material to an award decision or that may mitigate the State’s risks. The State shall consider all issues negotiable and will not be artificially constrained by internal corporate policies. Negotiation may be with one or more Bidders, for any and all items in the Bid.

Firms that contend that they lack flexibility because of their corporate policy on a particular negotiation item shall face a significant disadvantage and may not be considered. If such negotiations are conducted, the following conditions shall apply:

Negotiations may be conducted in person, in writing, or by telephone.

D.3.1. Negotiations shall only be conducted with potentially acceptable Bids. The State reserves the right to limit negotiations to those Bids that received the highest rankings during the initial evaluation phase.

D.3.2. Terms, conditions, prices, methodology, or other features of the Bid may be subject to negotiations and subsequent revision. As part of the negotiations, the Bidder may be required to submit supporting financial, pricing, and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the Bid.

D.3.3. The requirements of this Solicitation shall not be negotiable and shall remain unchanged unless the State determines that a change in such requirements is in the best interest of the State Of Oklahoma.

D.3.4. BEST and FINAL – The State may request best and final Bids if deemed necessary, and shall determine the scope and subject of any best and final request. However, the Bidder should not expect an opportunity to strengthen its Bid and should submit its best Bid based on the terms and condition set forth in this solicitation.

D.4. Selection Criteria and Evaluation Process

D.4.1. Determination of Solicitation Responsiveness

D.4.2. A responsive Bid is a Bid that meets all the following proposal requirements:

D.4.2.1. Responding Bidder Information Sheet complete Form 076

D.4.2.2. Certification for Competitive Bid and Contract (Non-Collusion Certification) Form 004



D.4.2.3.VPAT (Accessibility is required to be a part of the selection criteria)

D.4.2.4.References

D.4.2.5.Implementation/Work plan

D.4.2.6.Staffing Plan

D.4.2.7.Training Plan

D.4.2.8.Amendments, if issued, executed on behalf of the Bidder.

Meeting all requirements outlined above allows the offer to proceed in the evaluation process. Failure to meet all of the above may result in the proposal being disqualified from further evaluation.

Note: The following evaluation process is not presented in any sequence as any selection process may overlap the other in the evaluation.

D.5. Technical evaluation of Bid

D.5.1. The technical section of the Bid is evaluated based on the requirements set forth in Section C of this Solicitation.

D.5.2. Evaluation of cost

Cost comparisons are performed.

D.5.3. Demonstrations

If desired by the evaluation committee, the Bidder may be required to provide product/services demonstrations.

D.6. Best Value Evaluation of Product/Services

The award of a Contract pursuant to this Solicitation to a Bidder is based upon which Bidder best meets the needs of the State. The State reserves the right to negotiate with one or more Bidders at any point during the evaluation and may negotiate any and all content of the Bid.

Each Bidder should be prepared to participate in oral presentations and demonstrations to define the Bid, to introduce the Bidder's team, and to respond to any and all questions regarding the Bid if requested by the State prior to award.



E. INSTRUCTIONS TO BIDDER

E.1. Introduction

Prospective Bidders are urged to read this Solicitation carefully. Failure to do so shall be at the Bidder's risk. Provisions, terms, and conditions may be stated or phrased differently than in previous solicitations. Irrespective of past interpretations, practices or customs, Bids shall be evaluated and any resultant contract(s) shall be administered in accordance with the plain meaning of the contents hereof. The Bidder is cautioned that the requirements of this Solicitation can be altered only by written Amendment approved by the State and that verbal communications from whatever source are of no effect. In no event shall the Bidder's failure to read and understand any term or condition in this Solicitation constitute grounds for a claim after award of the Contract.

E.2. Preparation of Offer

E.2.1. Any usage amounts specified are estimates only and are not guaranteed to be purchased.

E.2.2. Information shall be entered on the form provided or a copy thereof.

E.3. Bid Submission

E.3.1. All Bids must be submitted to OMES ISD to the attention of the Procurement Specialist as identified on the front page of this Solicitation no later than 3:00 p.m. on May 23, 2014.

E.3.2. It is the Bidder's sole responsibility to submit information in the Bid as requested by this Solicitation. The Bidder's failure to submit required information may cause its Bid to be rejected. The Bid should be paginated and indexed in alpha order with reference to specific sections of this Solicitation. All Bids shall be legibly written or typed. Any corrections to Bids shall be initialed. Penciled Bids and penciled corrections shall NOT be accepted and shall be rejected as non-responsive. Unnecessarily elaborate brochures or other presentations beyond those necessary to present a complete and effective Bid are not desired.

E.3.3. Each Bidder must submit one original hard-copy of the Bid and 7 duplicate copies for a total of 8 hardcopy documents and indicate whether original or copy on the front page of each document. In addition, each Bidder must submit one original and 7 copies of the Bid on a CD-ROM for a total of 8 electronic documents in a "machine readable" format, preferably in Microsoft WORD. One CD-ROM shall be marked as the original and will be considered the official response in evaluating responses for scoring and protest resolution. Each Bid must be submitted in a single sealed envelope, package, or container.

E.3.4. All information relating to costs are to be sent in a separate binder/envelope, on a separate CD clearly marked as "Price."

E.3.5. The name and address of the Bidder shall be inserted in the upper left corner of the single sealed envelope, package, or container. **THE SOLICITATION NUMBER AND SOLICITATION RESPONSE DUE DATE AND TIME MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.**

E.3.6. Bids shall be in strict conformity with the instructions to Bidder, and shall be submitted with a completed "Responding Bidder Information" OMES Form 076OSF, and any other forms completed as required by this Solicitation.



E.3.7. The required certification statement, “Certification for Competitive Bid and/or Contract (Non-Collusion Certification)”, OSF Form 004ISD, must be made out in the name of the Bidder and must be properly executed by an authorized person, with full knowledge and acceptance of all its provisions.

E.3.8. All Bids submitted shall be consistent with the Oklahoma Central Purchasing Act and associated Rules and subject to the Information Services Act and other statutory laws and regulations as applicable.

E.3.9. By submitting a Bid, Bidder agrees not to make any claims for damages or have any rights to damages, because of any misunderstanding or misrepresentation of the specifications or because of any misinformation or lack of information.

E.3.10. If a Bidder fails to notify the State of an error, ambiguity, conflict, discrepancy, omission or other error in this Solicitation, known to the Bidder, or an error that reasonably should have been known by the Bidder, the Bidder shall submit a Bid at its own risk; and if awarded the Contract, the Bidder shall not be entitled to additional compensation, relief, or time by reason of the error or its later correction. **If a Bidder takes exception to any requirement or specification contained in this Solicitation, these exceptions must be clearly and prominently stated in the Bid.**

E.3.11. Bidders should note that this Solicitation reflects changes in the existing operation to increase efficiencies and streamline business environments in the State of Oklahoma. All previous solicitations or resultant contracts should not be either depended upon, perceived or interpreted to have any relevance to this Solicitation.

E.4. Bid Change

If the Bidder needs to change a Bid prior to the Solicitation Closing Date, a new Bid shall be submitted to the State with the following statement “This Bid supersedes the Bid previously submitted” in a single envelope, package, or container and shall be sealed. The name and address of the Bidder shall be inserted in the upper left corner of the single envelope, package, or container. SOLICITATION NUMBER AND SOLICITATION CLOSING DATE AND TIME MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.

E.5. Solicitation Amendments

E.5.1. If an “Amendment of Solicitation”, OMES Form 011OSF (or other format as provided), is issued, then the Bidder shall acknowledge agreement with each such Amendment of Solicitation by signing and returning the Solicitation Amendment. An executed Amendment may be submitted with the Bid or may be forwarded separately. If forwarded separately, the executed Amendment must contain this Solicitation number and Closing Date and Time on the front of the envelope. The State must receive the executed Amendment by the Closing Date and Time specified for receipt of bids for the Bid to be deemed responsive. Failure to agree to a Solicitation Amendment may be grounds for rejection.

E.5.2. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in this Solicitation. All Amendments to this Solicitation shall be made in writing by the State.

E.5.3. It is the Bidder’s responsibility to check the State’s website frequently for any possible Amendments to this Solicitation that may be issued. The State is not responsible for the Bidder’s failure to download any amendment documents required to complete its Bid.



E.6. Proprietary and/or Confidential

E.6.1. Unless otherwise specified in the Oklahoma Open Records Act, Central Purchasing Act, or other applicable law, documents and information a Bidder submits as part of or in connection with a Bid are public records and subject to disclosure. If a Bidder claims any portion of its Bid as financial or proprietary confidential information, the Bidder must specifically identify what documents or portions of documents are considered confidential and identify applicable law supporting the claim of confidentiality. In addition, the Bidder shall submit the information separate and apart from the Bid and mark it FINANCIAL OR PROPRIETARY AND CONFIDENTIAL.

E.6.2. Pursuant to the Oklahoma State Finance Act, the State CIO shall make the final decision as to whether the separately submitted information is confidential. If the State CIO does not acknowledge the information as confidential, OMES ISD will return or destroy the information with proper notice to the Bidder and the information will not be considered in the evaluation. A BID MARKED, IN TOTAL, AS FINANCIAL OR PROPRIETARY and/or CONFIDENTIAL SHALL NOT BE CONSIDERED.

E.7. Oklahoma Open Records Act

Bids are subject to public disclosure in accordance with the Oklahoma Open Records Act. To the extent permitted by such Act, the Bid will not be disclosed, except for purposes of evaluation, prior to approval by the State CIO of the awarded Contract. All material submitted becomes the property of the State. Bids will not be considered confidential after award of the Contract except that information in the Bid determined to be confidential by the State CIO shall continue to be considered confidential.

E.8. Communications Concerning Solicitation

The procurement specialist listed on the cover page of this solicitation is the only individual in which the Bidder should be in contact with concerning any issues with this solicitation. Failure to comply with this requirement may result in the Bid being considered non-responsive and not considered for further evaluation.

E.9. Bidder Clarifications

E.9.1. Bidders who believe solicitation requirements or specifications are unnecessarily restrictive or limit competition may submit a request for administrative review, in writing, to the procurement specialist listed herein. To be considered a request for review must be received no later than 3:00 P.M. Central Standard Time on May 9, 2014. The State shall promptly respond in writing to each written review request, and where appropriate, issue all revisions, substitutions or clarifications through a written amendment to this Solicitation. Requests for administrative review of technical or contractual requirements shall include the reason for the request, supported by information, and any proposed changes to the requirements.

E.10. General Solicitation Questions

Bidder may submit general questions concerning the specifications of this Solicitation. All questions and answers regarding this Solicitation shall be posted to the IT procurement wiki at:

<https://wiki.ok.gov/display/itprocurement/>

E.10.1. **Questions received via any other means will not be addressed.** To register with the State of Oklahoma for wiki access, may go to the link below to request access.

<https://wiki.ok.gov/display/itprocurement/Home>

E.10.2. In order to guarantee that wiki access is created prior to closing date for submitting questions for a solicitation, please request access at least **five business days** prior to the closing date for questions. The State



of Oklahoma cannot be responsible for a Bidder's lack of access if the request is not made within this timeline.

E.10.3. When posing questions, every effort should be made to:

- a) be concise;
- b) include section references, when possible; and
- c) avoid use of tables or special formatting (use simple lists).

E.10.4. These questions shall be answered directly on the wiki and in the form of an amendment and posted on the OMES ISD website and linked on the wiki. Bidders are advised that any questions received after May 14, 2014 shall not be answered.

E.11. P-Cards

The State of Oklahoma has issued payment cards to most State agencies. The current P-Card contract holder utilizes VISA.

If awarded a contract, will your company accept the State of Oklahoma approved purchase card:

Yes _____ No _____ (check one)

E.12. Electronic Funds Transfer (EFT)

The State of Oklahoma passed legislation in 2012 requiring funds disbursed from the State Treasury be sent electronically.

Yes _____ No _____ (check one)

E.13. Bid Deliverables

Hard copy Bids should be bound, tabbed by section, and clearly marked as Original or Copy.

Note: Bid deliverables are to be submitted in both hard copy and electronic copy on a CD-ROM in machine-readable format, preferably in Microsoft Word.

E.13.1. Section One – Introduction

- a) Letter of Introduction
- b) Completed "Responding Bidder Information" OSF Form 076ISD.
- c) Completed "Certification for Competitive Bid and Contract" OSF Form 004ISD.
- d) Signed Amendment(s), if any.
- e) Any exceptions to solicitation terms and conditions.

E.13.2. Section Two – References

Provide three (3) references from customers where similar work was performed. References provided must contain a contact person with full contact information (i.e., current employer, telephone number, mailing address, e-mail address, and fax number).

E.13.3. Section Three – Company Information

Bidder must provide detailed information on its company, including principals involved, number of employees, location, years in existence, a statement of financial stability, and any litigation or pending litigation for the past five years, or a statement indicating there is no litigation activity to report.



E.13.4. Section Four - Response to Requirement

Provide detailed response to specifications/requirements outlined in this section, Section C, and Attachment A.

E.13.5. Section Five – EITA Compliance

Provide adequate information defining your products level of EITA compliance by providing a Voluntary Product Accessibility Template (VPAT) that indicates compliance of all products offered with the provisions of Section 508 of the Rehabilitation Act Amendments included in the Workforce Investment Act of 1998. Please complete the attached VPAT & Accessibility -OMES Form 053; also attached is the VPAT Instructions Template.

E.13.6. Section Six - Bidder Agreement

Bidder shall provide any required software licenses, maintenance, service agreements and any other similar applicable agreements.

Note: Any such agreements the Bidder requires, should it be the awardee of the Contract, not submitted with Bidder's original Bid shall not be considered.

E.13.7. Pricing

All information relating to costs are to be sent in a separate binder/envelope, on a separate CD clearly marked as "Price."

E.14. Awardee Financial Status

Prior to award the State may choose to request information from the Bidder to demonstrate its financial status and performance, in the form of the last three years audited financial statements or the last three years of tax returns. A certified review may be accepted (clarification may be required). If the Bidder is a subsidiary of another entity, the last three years audited financial statements of three years tax returns for the parent company must also be submitted. The State reserves the right to withhold award to a Bidder who is deemed financially weak. The State reserves the right to determine financial status at its sole discretion.

Clarification or additional documents may be requested.

E.15. Notice of Award

A notice of award in the form of a purchase order or other Contract Documents resulting from this Solicitation shall be furnished to the successful Bidder and shall result in a binding Contract.



E.16.

F. CHECKLIST

1. Completed "Responding Bidder Information" OMES Form 076ISD.
2. Completed "Certification for Competitive Bid and Contract" OMES-Form-CP-004.
3. Signed Amendment(s), if any.
4. Any exceptions to solicitation terms and conditions.
5. Response to Section C to include completed Attachment A
6. Pricing



G. PRICE AND COST

Pricing shall be submitted for the Initial Term and each of the potential renewal terms in a separate sealed envelope or binder **and** on separate CD-ROMs apart from the technical bid, which shall be identified in accordance with Sections A.6, A.8, E.3 and E.13.

If such pricing is not applicable to the Bidder's proposed solution, Bidder shall state that any part of this Section G.1. is inapplicable.

G.1. PROJECT AND COST

G.1.1. Implementation

G.1.2. Configuration

G.1.3. Staffing Cost

a) Positions #1, 2, 3, 4 etc.

b) Working title

c) Projected hours

d) Hourly rate

e) Subtotal (hours x rate)

f) Total project

G.1.4. Licensing

G.1.5. Testing

G.1.6. Maintenance and Support

G.1.7. Training Cost

a) Documentation/User Manuals/ Quick Reference Guides

b) Other training related costs (provide details)

G.1.8. Ongoing costs

Additional categories as needed to provide all related project costs not identified above



**State of Oklahoma
Office of Management and Enterprise Services
Central Purchasing Division**

**Certification for Competitive
Bid and/or Contract
(Non-Collusion Certification)**

NOTE: A certification shall be included with any competitive bid and/or contract exceeding \$5,000.00 submitted to the State for goods or services.

Solicitation or Purchase Order #: _____

Supplier Legal Name: _____

SECTION I [74 O.S. § 85.22]:

A. For purposes of competitive bid,

1. I am the duly authorized agent of the above named bidder submitting the competitive bid herewith, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to said bid;
2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and
3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party:
 - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
 - b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract, nor
 - d. to any efforts or offers with state agency or political subdivision officials or others to create a sole brand acquisition or a sole source acquisition in contradiction to 74 O.S. 85.45j.1.

B. I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this contract herein.

SECTION II [74 O.S. § 85.42]:

For the purpose of a contract for services, the supplier also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the supplier to fulfill any of the services provided for under said contract.

The undersigned, duly authorized agent for the above named supplier, by signing below acknowledges this certification statement is executed for the purposes of:

the competitive bid attached herewith and contract, if awarded to said supplier;

OR

the contract attached herewith, which was not competitively bid and awarded by the agency pursuant to applicable Oklahoma statutes.

Supplier Authorized Signature

Certified This Date

Printed Name

Title

Phone Number

Email

Fax Number



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

Responding Bidder Information

*"Certification for Competitive Bid and Contract" **MUST** be submitted along with the response to the Solicitation.*

1. **RE: Solicitation #** _____

2. **Bidder General Information:**

FEI / SSN: _____ VEN ID (if unknown, leave it blank): _____

Company Name: _____

3. **Bidder Contact Information:**

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____

Contact Title: _____

Phone #: _____ FAX#: _____

Email: _____ Website: _____

4. **Oklahoma Sales Tax Permit¹:**

YES – Permit #: _____

NO - Exempt pursuant to Oklahoma Laws or Rules

5. **Registration with the Oklahoma Secretary of State:**

YES – Filing Number: _____

NO - Prior to the contract award, the successful bidder will be required to register with the Secretary of State or must attach a signed statement that provides specific details supporting the exemption the supplier is claiming (www.sos.ok.gov or 405-521-3911).

6. **Workers' Compensation Insurance Coverage:**

Bidder is required to provide with the bid a certificate of insurance showing proof of compliance with the Oklahoma Workers' Compensation Act.

YES – include a certificate of insurance with the bid

NO – attach a signed statement that provides specific details supporting the exemption you are claiming from the Workers' Compensation Act (Note: Pursuant to Attorney General Opinion #07-8, the exemption from 85 O.S. 2001, § 2.6 applies only to employers who are natural persons, such as sole proprietors, and does not apply to employers who are entities created by law, including but not limited to corporations, partnerships and limited liability companies.)²

Authorized Signature

Date

Printed Name

Title

¹ For frequently asked questions concerning Oklahoma Sales Tax Permit, see <http://www.tax.ok.gov/faq/faqbussales.html>

² For frequently asked questions concerning Workers' Compensation Insurance, see http://www.ok.gov/oid/Consumers/Workers'_Compensation/index.html