



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

Amendment of Solicitation

Date of Issuance: 12/13/2013 Solicitation No. 2900000088
 Requisition No. 2900002622 Amendment No. 002

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

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

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

ISSUED BY AND RETURN TO:

Office of Management and Enterprise Services
 ISD Procurement Attn: Hurtisine Franklin
 3115 N. Lincoln Blvd.
 Oklahoma City, OK 73105

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

Description of Amendment:

a. This is to incorporate the following questions and answers:

Submitted by John Nebel

1. Question

C.3.2.1. Import data converted from current system:
 Approximately how many application records are to be converted and which submission years are included?

1. Response:

According to OESC guidelines a 4 year retention of records is required for the WOTC program. An approximate figure could be from 150,000 - 200,000 applications dating back to 2009.

2. Question:

C.3.2.5. Allow email notifications based on daily activity to all user groups:
 Please explain more fully this requirement and possibly give an example.

2. Response:

A notification will be sent out to the proper party notifying them of any determinations made on a submitted application. The email is a communication tool giving the party a notice so they may go view the application to review the decision and print the certification or denial letter for their records.

b. All other terms and conditions remain unchanged.

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

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



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

Solicitation

Example If 100 determinations were made on a said day, an email would be sent to the multiple companies that had applications with determinations for that day

3. Question:

C.3.2.16. System will not issue a decision without the “date completed” field as well as all required fields being completed: Is “date completed” the same as Determination Date? If not, where is this date entered or obtained?

3. Response

No, the “date completed” is not the same. The date completed is the date the party/staff enters the application in the system.

4. Question:

C.3.2.23. Display application status: (Pending, Certified, Denied, Actionable or Non-actionable) on all screens

4. Response:

The screens should display the current status of the applications. This feature would assist staff in knowing if the applicant was either “Pending, Certified, Denied, Actionable or Non-actionable

Example: John Doe 999-99-99 (Denied)

Jane Doe 111-11-1111 (Pending)

Note - Bidders are reminded the following are Non-Mandatory items

C.4. Additional Features/Functions

OESC’s preference is to have a feature/functional rich system, Offeror should provide detailed information for additional features/functions, describe how each of these items will be provided or accomplished. Offeror’s response must state if the feature/function is available or unavailable and include any associated cost. Responses must be submitted in excel format. “Additional points may be given for response to this section”.

1. Question:

C.4.1. Queues are available for various steps to determine the status of applications.

Example: review queue, actionable queue, non-actionable queue...

Please define Actionable and Non-actionable.

1. Response:

Actionable - Documentation has been received for this application and we are now ready for action. A determination will now be able to be made.

Non-Actionable- Awaiting further documentation for this application. A determination cannot be made and no action can be taken until the information is received,

2. Question:

C.4.3. Nutrition Assistance Program (SNAP) and-or Temporary Assistance for Needy Families (TANF) data:

Please explain this item. If this involves an interface, please provide the data format and number of records.

2. Response:

The WOTC program is currently interfaced with DHS (Department of Human Services) and they provide the SNAP and TANF data. OESC runs SNAP and TANF records on all applications. The number of records is determined by the number of applications we receive daily.

OESC provides the SSN to DHS for use in retrieving matching records.

DHS returns matching records to OESC.

The following link goes to the data layout for data returned from DHS: http://www.ok.gov/oesc_web/VendorQuestion.html.