



State of Oklahoma  
Office of State Finance  
Information Services Division

Solicitation

1. Solicitation #: 2920000163 2. Solicitation Issue Date: 03/07/2012

3. Brief Description of Requirement:

Re-Bid

The Oklahoma Department of Environmental Quality (DEQ) wishes to implement a content management system and redesign its website to make it more user-friendly for the public. Oklahoma DEQ wishes to partner with one or more vendors on the development of a dynamic website utilizing SharePoint. DEQ currently hosts the following environment: Microsoft SharePoint 2010, Microsoft Active Directory, Microsoft SQL Server 2008, Oracle 11g, Microsoft Office 2010 and GIS.

4. Response Due Date<sup>1</sup>: 04/10/2012 Time: 3 PM CST/CDT

5. Issued By and Return Sealed Bid To:

Personal, Common Carrier or U.S. Postal Delivery:

Office of State Finance

ISD Procurement Attn: Receptionist- Vicky Simpson

3115 N. Lincoln Blvd.

Oklahoma City, OK 73105

6. Solicitation Type: RFP

7. Requesting Agency: State of Oklahoma Department of Environmental Quality

8. Procurement Specialist:

Name: Hurtisine Franklin

Phone: (405) 521-6419

Email: Hurtisine.Franklin@osf.ok.gov

<sup>1</sup> Amendments to solicitation may change the Response Due Date



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## A. GENERAL PROVISIONS

The following provisions shall apply where applicable to the 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 a State agency acquires by purchase, lease purchase, lease with option to purchase, or rental pursuant to the Oklahoma Central Purchasing Act;
- A.1.2. "Addendum" means a written modification to a contract.
- A.1.3. "Alteration" means a modification an offeror makes to a solicitation response prior to the response due date.
- A.1.4. "Alternate or alternative offer" means an offer, which contains an intentional substantive variation to a basic provision, specification, term or condition of the solicitation.
- A.1.5. "Amendment" means a written change, addition, correction, or revision to a solicitation made by the state agency responsible for making the acquisition.
- A.1.6. "Bid" means an offer in the form of a bid, proposal or quote an offeror submits in response to a solicitation;
- A.1.7. "Bidder" means an individual or business entity that submits a bid or proposal in response to an invitation to bid or a request for proposal. When used in this Chapter, bidder is synonymous with a "supplier" , "vendor", or "offeror" responding to a solicitation.
- A.1.8. "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.1.9. "COTS" means Commercial off the Shelf.
- A.1.10. "Contract" means the final agreement under which the services and/or products shall be governed.
- A.1.11. "Contractor" means the Business Entity with whom the State enters into this contract.
- A.1.12. "Closing Date" is the date the RFP closes, also proposal opening date, and response due date;
- A.1.13. "Government Entities" means State Agencies, Boards, Commissions, Authorities, Oklahoma Counties, Cities, Schools, Hospitals, Regents of Higher Education, Colleges, Universities, Municipalities, or political subdivisions;
- A.1.14. "Offer" shall be synonymous with "bid", "proposal", "quote" or other similar term;
- A.1.15. "Offeror" shall be synonymous with "vendor", "bidder" , or other similar term;
- A.1.16. "Procuring Agency" means the State of Oklahoma Agency initiating the procurement.
- A.1.17. "Request for Information or RFI" means a non-binding procurement practice used to obtain information, comments, and feedback from interested parties or potential suppliers prior to issuing a solicitation.
- A.1.18. "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. References to "State" in this document refer to the Office of State Finance.
- A.1.19. "State Agency" includes any office, officer, bureau, board, counsel, court, commission, institution, unit, division, body, or house of the executive or judicial branches of the State government, whether elected or appointed, excluding only political subdivisions of the State.
- A.1.20. "State CIO" is the State Chief Information Officer, as used herein the CIO has the same authority as the State Purchasing Director for all IT and Telecommunications purchasing. For IT and Telecommunication purchasing, references in Oklahoma Central Purchasing Act and Oklahoma Administrative Code 580 to the "State Purchasing Director" shall be replaced with the "State Chief Information Officer". For this RFP, the same effect shall apply;
- A.1.21. "Solicitation" means a request or invitation by the State Purchasing Director or a State agency for an offeror to submit a priced offer to sell acquisitions to the State. A solicitation may be an invitation to bid, request for proposal, or a request for quotation;

### A.2. Offer Submission

- A.2.1. Submitted offers shall be in strict conformity with the instructions to offeror, and shall be submitted with a completed "Responding Bidder Information" OSF-FORM-CP-076, and any other forms completed as required by the solicitation.
- A.2.2. Offers shall be submitted to the State Agency identified in the front page of this solicitation, in a single envelope, package, or container and shall be sealed. The name and address of the offeror shall be inserted in the upper left corner

of the single envelope, package, or container. SOLICITATION NUMBER AND SOLICITATION RESPONSE DUE DATE AND TIME MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.

- A.2.3. The required certification statement, "Certification for Competitive Bid and/or Contract (Non-Collusion Certification)", OSF-FORM-CP-004, must be made out in the name of the offeror and must be properly executed by an authorized person, with full knowledge and acceptance of all its provisions.
- A.2.4. All offers shall be legibly written or typed. Any corrections to offers shall be initialed. Penciled bids and penciled corrections shall NOT be accepted and shall be rejected as non-responsive.
- A.2.5. All offers submitted shall be subject to the Oklahoma Central Purchasing Act, the Central Purchasing Rules, the Information Services Act and other statutory regulations as applicable, these General Provisions, any Special Provisions, solicitation specifications, required certification statement, and all other terms and conditions listed or attached herein, all of which are made part of this solicitation.
- A.2.6. By submitting a proposal, contractor 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.
- A.2.7. If a contractor fails to notify the State of an error, ambiguity, conflict, discrepancy, omission or other error in the SOLICITATION, known to the contractor, or an error that reasonably should have been known by the contractor, the contractor shall submit an proposal at its own risk; and if awarded the contract, the contractor shall not be entitled to additional compensation, relief, or time, by reason of the error or its later correction. If a contractor takes exception to any requirement or specification contained in the SOLICITATION, these exceptions must be clearly and prominently stated in their response.
- A.2.8. Offeror should note that this solicitation reflects those changes in the existing operation to increase efficiencies and streamline business environment in the State of Oklahoma. All previous solicitations or resultant contracts should not be either depended upon, perceived or interpreted to have any relevance on this exclusive solicitation.

### **A.3. Solicitation Amendments**

- A.3.1. If an "Amendment of Solicitation", OSF FORM-CP-011 (or other format as provided), is issued, then the offeror shall acknowledge receipt of any/all amendment(s) to solicitations by signing and returning the solicitation amendment(s). Amendment acknowledgement(s) may be submitted with the offer or may be forwarded separately. If forwarded separately, amendment acknowledgement(s) must contain the solicitation number and response due date and time on the front of the envelope. The State must receive the amendment acknowledgement(s) by the response due date and time specified for receipt of bids for the offer to be deemed responsive. Failure to acknowledge solicitation amendments may be grounds for rejection.
- A.3.2. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the solicitation. All amendments to the solicitation shall be made in writing by the State.
- A.3.3.** It is the contractor's responsibility to check the State's website frequently for any possible amendments that may be issued. The State is not responsible for the contractor's failure to download any amendment documents required to complete a solicitation.

### **A.4. Offer Change**

If the offeror needs to change an offer prior to the solicitation response due date, a new offer shall be submitted to the State with the following statement "This offer supersedes the offer previously submitted" in a single envelope, package, or container and shall be sealed. The name and address of the offeror shall be inserted in the upper left corner of the single envelope, package, or container. SOLICITATION NUMBER AND SOLICITATION RESPONSE DUE DATE AND TIME MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.

### **A.5. Certification Regarding Debarment, Suspension, And Other Responsibility Matters**

By submitting an offer to this solicitation:

- A.5.1. The prospective primary participant and any subcontractor certifies to the best of their knowledge and belief, that they and their principals or participants:**
    - A.5.1.1.** Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal, State of Oklahoma or local department or agency;
    - A.5.1.2.** Have not within a three-year period preceding this solicitation 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.5.1.3.** 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 offenses enumerated in paragraph A.5.1.2. of this certification; and
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**A.5.1.4.** Have not within a three-year period preceding this solicitation had one or more public (Federal, State or local) contracts terminated for cause or default.

**A.5.2.** Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to its offer.

#### **A.6. Offer Public Opening**

Sealed offers MAY BE OPENED UPON PUBLIC REQUEST, by the requesting agency identified in the front page of this solicitation, at the time and date specified in the solicitation as Response Due Date and Time.

#### **A.7. Offers Subject To Public Disclosure**

Unless otherwise specified in the Oklahoma Open Records Act, Central Purchasing Act, or other applicable law, documents and information an offeror submits as part of or in connection with an offer are public records and subject to disclosure. Offerors claiming any portion of their offer as proprietary or confidential must specifically identify what documents or portions of documents they consider confidential and identify applicable law supporting their claim of confidentiality. The State Purchasing Director shall make the final decision as to whether the documentation or information is confidential pursuant to 74 O.S. §85.10.

#### **A.8. Late Offer**

Offers received by the State after the response due date and time shall be deemed non-responsive and shall NOT be considered for any resultant award.

#### **A.9. Legal Contract**

A.9.1. Submitted offers are rendered as a legal offer and when accepted by the State, shall constitute a contract.

A.9.2. The contract resulting from this solicitation shall consist of the following documents in order of preference: State of Oklahoma Statutes, contract award documents, including but not limited to the Purchase Order, Contract Modifications, required certification statement, and change orders; the solicitation including any amendments; and the successful offer to the extent that the offer does not conflict with the requirements of the contract award documents or solicitation or applicable law. In the event there is a conflict between any of the preceding documents, the contract award documents prevail over the solicitation, and both the contract award documents and the solicitation shall prevail over the successful offer.

A.9.3. Any contract(s) awarded pursuant to the solicitation shall be legibly written or typed.

#### **A.10. Pricing**

A.10.1. Offers shall remain firm for a minimum of one-twenty (120) days from the solicitation closing date.

A.10.2. Offerors guarantee unit prices to be correct.

A.10.3. In accordance with 74 O.S. §85.40, ALL travel expenses to be incurred by the contractor in performance of the contract shall be included in the total bid price/contract amount.

A.10.4. All costs incurred by the offerors for proposal preparation and participation in this competitive procurement shall be the sole responsibility of the offerors. The State of Oklahoma shall not reimburse any offeror for any such costs.

#### **A.11. Manufacturers' Name and Approved Equivalents**

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

#### **A.12. Clarification of Solicitation**

Clarification pertaining to the contents of this solicitation shall be directed in writing to the Contracting Officer specified in the solicitation.

#### **A.13. Rejection of Offer**

The State reserves the right to reject any offers that do not comply with the requirements and specifications of the solicitation. An offer may be rejected when the offeror imposes terms or conditions that would modify requirements of the solicitation or limit the offeror's liability to the State. Other possible reasons for rejection of offers 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 your non-responsiveness of your offer due to the lack of compliance with the terms and conditions of negotiation or the solicitation.

#### **A.14. Award of Contract**

- A.14.1. The State may award the contract to more than one offeror 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 by the State to be in the best interest of the State of Oklahoma.
- A.14.2. Contract awards shall be made to the lowest and best offer(s) unless the solicitation specifies that best value criteria is being used.
- A.14.3. In order to receive an award or payments from the State of Oklahoma, vendor must be registered. The vendor registration process can be completed electronically through the OSF website at the following link: <https://www.ok.gov/OSF/vendors/index.php>.
- A.14.4. It is the preference of the State to award to a single vendor. However, the State reserves the right to award to multiple vendors when it has been determined to be in the best interest of the State.

#### **A.15. Contract Modification**

- A.15.1. The contract issued as a result of this solicitation is under the authority of the State personnel signing the Contract. The contract may be modified only through a written Contract Modification, signed by the State.
- A.15.2. 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 the Office of State Finance in writing, or made unilaterally by the contractor, is a breach of the contract. Unless otherwise specified by applicable law or rules, such changes, including unauthorized written Contract Modifications, shall be void and without effect, and the contractor shall not be entitled to any claim under a contract based on those changes. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the resultant contract.

#### **A.16. Delivery, Inspection and Acceptance**

- A.16.1. Unless otherwise specified in the solicitation or awarding documents, all deliveries shall be F.O.B. Destination. The contractor shall prepay all packaging, handling, shipping and delivery charges and firm prices quoted in the offer shall include all such charges. All products and/or services to be delivered pursuant to the contract shall be subject to final inspection and acceptance by the State at destination. "Destination" shall mean delivered to the receiving dock or other point specified in the purchase order. The State assumes no responsibility for goods until accepted by the State at the receiving point in good condition. Title and risk of loss or damage to all items shall be the responsibility of the contractor until accepted by the receiving agency. The contractor shall be responsible for filing, processing, and collecting any and all damage claims accruing prior to acceptance.
- A.16.2. Contractor(s) shall be required to deliver products and services as offered on or before the required date. Deviations, substitutions, or changes in products and services shall not be made unless expressly authorized in writing by the State.

#### **A.17. Invoicing and Payment**

- A.17.1. Contractor shall be paid upon submission of an accurate and proper invoice(s), as defined by Title 62 O.S. §34.73, to the agency, at the prices stipulated on the contract. Failure to provide accurate invoices may result in delay of processing invoices for payment. Pursuant to 74 O.S. §85.44B, invoices shall be paid in arrears after products have been delivered or services provided. Invoices shall contain the purchase order number, a description of the services provided, and the dates of those services.
- A.17.2. Interest on late payments made by the State of Oklahoma is governed by Title 62 O.S. §34.71 and 62 O.S. §34.72.

#### **A.18. Tax Exemption**

State agency acquisitions are exempt from sales taxes and federal excise taxes. Offerors shall not include these taxes in price quotes.

#### **A.19. Audit and Records Clause**

- A.19.1. 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 successful contractor(s) agree any pertinent State or Federal agency shall have the right to examine and audit all records relevant to execution and performance of the contract.
- A.19.2. The contractor(s) is required to retain records relative to the contract for the duration of the contract and for a period of seven (7) years following completion and/or termination of the 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.20. Non-Appropriation Clause**

The terms of any contract and any Purchase Order issued for multiple years under the contract are contingent upon sufficient appropriations being made by the Legislature or other appropriate government entity. Notwithstanding any language to the contrary in the

solicitation, purchase order, or any other contract document, the procuring agency may terminate its obligations under the contract if sufficient appropriations are not made by the Legislature or other appropriate governing entity to pay amounts due for multiple year agreements. The Requesting (procuring) Agency's decisions as to whether sufficient appropriations are available shall be accepted by the contractor and shall be final and binding.

#### **A.21. Choice of Law**

Any claims, disputes, or litigation relating to the solicitation, or the execution, interpretation, performance, or enforcement of the contract shall be governed by the laws of the State of Oklahoma.

#### **A.22. Choice of Venue**

Venue for any action, claim, dispute, or litigation relating in any way to the contract shall be in Oklahoma County, Oklahoma.

#### **A.23. Termination for Cause**

- A.23.1. The contractor may terminate the contract for default or other just cause with both a 30-day written request and upon written approval from the State. The State may terminate the contract for default or any other just cause upon a 30-day written notification to the contractor.
- A.23.2. The State may terminate the contract immediately, without a 30-day written notice to the contractor, when violations are found, when conditions preclude the 30-day notice, or when the State determines that, an administrative error occurred prior to contract performance.
- A.23.3. If the contract is terminated, the State shall be liable only for payment for products and/or services delivered and accepted.

#### **A.24. Termination for Convenience**

- A.24.1. The State may terminate the contract, in whole or in part, for convenience if the State Purchasing Director or the State CIO determines that termination is in the State's best interest. The State shall terminate the contract by delivering to the contractor a Notice of Termination for Convenience specifying the terms and effective date of contract termination. The contract termination date shall be a minimum of 60 days from the date the Notice of Termination for Convenience is issued by the State.
- A.24.2. If the contract is terminated, the State shall be liable only for products and/or services delivered and accepted, and for costs and expenses (exclusive of profit) reasonably incurred prior to the date upon which the Notice of Termination for Convenience was received by the contractor.

#### **A.25. Insurance**

The contractor shall maintain and provide proof to the State of the following insurance during the term of this agreement:

Worker's Compensation and Employer's Liability Insurance in accordance with applicable law

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.

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. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

Professional Errors and Omissions Insurance shall include Consultant's Computer Errors and Omissions Coverage with limits not less than \$1,000,000 per claim and in the aggregate.

#### **A.26. Employment Relationship**

The contract does not create an employment relationship. Individuals performing services required by this solicitation or a resulting contract are not employees of the State of Oklahoma or the procuring agency. The contractor's employees shall not be considered employees of the State of Oklahoma nor of the procuring agency for any purpose, and accordingly shall not be eligible for rights or benefits accruing to State employees.

#### **A.27. Compliance With The Oklahoma Taxpayer And Citizen Protection Act Of 2007**

By submitting an offer for services, the offeror certifies that they, and any proposed subcontractors, are in compliance with 25 O.S. §1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (E-Verify) available at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

#### **A.28. Compliance With Applicable Laws**

The products and services supplied under the contract shall comply with all applicable Federal, State, and local laws and the contractor shall maintain all applicable licenses and permit requirements.

#### **A.29. Gratuities**

The right of the contractor to perform under this contract may be terminated, by written notice, if the Contracting Officer determines that the

contractor, or its agent or another representative offered or gave a gratuity (e.g., an entertainment or gift) to any State employee directly involved in this solicitation. Furthermore, a contractor convicted of such violation may also be suspended or debarred.

### **A.30. Preclusion From Resulting Contracts**

Any contractor 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 the award of such contract and from securing a sub-contractor that has provided such services.

### **A.31. Mutual Responsibilities**

The State and contractor agree that under this Agreement:

- A.31.1. 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.31.2. This is a non-exclusive agreement and each party is free to enter into similar agreements with others.
- A.31.3. Each party grants the other only the licenses and rights specified. No other licenses or rights (including licenses or rights under patents) are granted.
- A.31.4.** Where approval, acceptance, consent, or similar action by either party is required under this agreement, such action shall not be unreasonably delayed or withheld.

### **A.32. Background Checks and Verifications**

At the sole discretion of the State, the contractor may be subject to user background checks. The contractor must submit the required background check information to the State in a timely manner. The State may not allow any access prior to completion of background verification.

### **A.33. Confidentiality**

- A.33.1. Pursuant to Title 62 O. S. §34.12.(C). "The Office of State Finance and all agencies of the executive branch of the State shall not be required to disclose, directly or indirectly, any information of a State agency which is declared to be confidential or privileged by State or Federal statute or the disclosure of which is restricted by agreement with the United States or one of its agencies, nor disclose information technology system details that may permit the access to confidential information or any information affecting personal security, personal identity, or physical security of State assets."

If required for the performance of this contract, the above information may be given to the contractor after the contract is awarded in accordance with the requirements of this section.

- A.33.2. The contractor shall maintain strict physical security of all data and records entrusted to it. If certain functions are sub-contracted in accordance with the terms expressed herein, the contractor shall insure that the sub-contractor maintains strict physical security of all data and records transmitted to the sub-contractor.**
- A.33.3. The contractor shall never turn data or records over to a third party unless specifically authorized to do so by the State's CIO, the State Agency Director, or in compliance with a valid court order.**

### **A.34. Unauthorized Obligations**

At no time during the performance of this contract shall the contractor have the authority to obligate the State or the agency for payment of any goods or services over and above the awarded contract. If the need arises for goods or services over and above the contract for this project, contractor shall cease the project and contact agency for approval prior to proceeding.

### **A.35. Electronic and Information Technology Accessibility**

Pursuant to Title 74, Section 85.7d. and OAC 580:15-6-21 electronic and information technology procurements, solicitations, agreements, and contracts shall comply with applicable Oklahoma Information Technology Accessibility Standards issued by the Oklahoma Office of State Finance

EIT Standards may be found at [www.ok.gov/DCS/Central\\_Purchasing/index.html](http://www.ok.gov/DCS/Central_Purchasing/index.html) or [http://www.ok.gov/OSF/documents/isd\\_itas.doc](http://www.ok.gov/OSF/documents/isd_itas.doc)

1) For Information Technology or Communications Products, Systems and Applications not requiring development and/or customization. The contractor shall provide a description of conformance with the applicable Oklahoma Information Technology Accessibility Standards for the proposed product, system, or application by means of either a Voluntary Product Accessibility Template (VPAT) or other comparable document, upon request.

The contractor shall indemnify and hold harmless the State of Oklahoma and any Oklahoma Government entity purchasing the products, systems, or applications not requiring development and/or customized by the contractor from any claim arising out of the contractor's failure to comply with applicable Oklahoma Information Technology Accessibility Standards subsequent to providing certification of compliance to such Standards.

2) For Information Technology or Communications Products, Systems or Applications requiring development and/or customization. The contractor shall provide a description of conformance with the applicable Oklahoma Information Technology Accessibility Standards for

the proposed product, system, or application developed and/or customized by means of either a Voluntary Product Accessibility Template (VPAT) or other comparable document, upon request. Additional requirements and documentation may be required and compliance shall be necessary on the contractor's part. Such requirements shall be stated in documents such as State Bids, Request for Proposals, Contracts, Agreements, Purchase Orders, and Amendments.

The contractor shall indemnify and hold harmless the State of Oklahoma and any Oklahoma Government entity purchasing the products, systems, or applications from the contractor, from any claim arising out of the contractor's failure to comply with applicable Oklahoma Information Technology Accessibility Standards subsequent to providing certification of compliance to such Standards. However, the contractor shall no longer have an obligation to indemnify the State for liability resulting from products, systems or applications developed and/or customized that are not in compliance with applicable Oklahoma Information Technology Accessibility Standards ("Standards") after the State has tested and confirmed that the product, system or application meets the accessibility requirements in the Standards.

### **A.36. Patents and Copyrights**

If in the performance of this contract, contractor uses any Product covered by a third party's patent or copyright, it is mutually agreed and understood without exception that the contractor's contract prices shall include all royalties or costs charged by the third party arising from the use of such patent or copyright. If such royalties or costs are not covered in the contractor contract price, contractor's obligations are as outlined immediately below.

- A.36.1. If a third party claims that a product the contractor provides to an Procuring Agency infringes that party's patent or copyright, the contractor shall defend the State against that claim at contractor's expense and pay all costs, damages, and attorney's fees that a court finally awards, 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 of Oklahoma, allows the contractor to control, and cooperates with the contractor in, the defense and any related settlement negotiations; provided however, that if the Attorney General of the State of Oklahoma does not authorize the contractor to have sole control of the defense and any related settlement negotiations, then to the extent allowed by Oklahoma law, contractor shall have no obligation to indemnify the State of Oklahoma under this Section.

If such a claim is made or appears likely to be made, the State agrees to permit contractor to enable the State to continue to use the Product, or to modify it, or replace it with one that is at least functionally equivalent. If the contractor determines that none of these alternatives is reasonably available, the State agrees to return the product to the contractor upon written request. Contractor shall then give the State a refund equal to the net book value for the product, provided the State has followed applicable accounting principles. Net book value is the original cost of the product amortized over three (3) years using the straight-line accounting method of depreciation.

- A.36.2. Contractor has no obligation regarding any claim based on any of the following: (i) anything the State provides which is incorporated into a product; (ii) modification of a product by any party other than contractor, contractor's representative or contractor's sub-contractor, or any State employee acting at the contractor's direction, or 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 the combination, operation or use of a product with any product, data, or apparatus that contractor did not provide; or (iv) infringement by a non-contractor product alone, as opposed to its combination with products contractor provides to the State as a system.

### **A.37. Federal Terms and Conditions**

The following terms apply if federal monies are used to fund this solicitation:

#### **A.37.1. Equal Opportunity and Discrimination**

The contractor certifies they are an Equal Opportunity Employer, a provider of services and/or assistance, and is in compliance with the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended and Executive Orders 11246 and 11375. The provider assures compliance with the Americans with Disabilities Act of 1990 (Public Law 101-336), all amendments to, and all requirements imposed by the regulations issued pursuant to this act.

#### **A.37.2. Lobbying**

The contractor certifies compliance with the Anti-Lobbying law, Section 1352, Title 31 of the U.S. Code, and implemented at 45 CFR Part 93, for persons entering into a grant or cooperative agreement over \$100,000.00 as defined at 45 CFR 93, Section 93.105 and 93.110.

#### **A.37.3. Drug-Free Workplace**

The contractor certifies compliance in providing or continuing to provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988, and implemented at 45 CFR part 76, Subpart F, for grantees, as defined at 45 CFR Part 76, Sections 76.605 and 76.610.

#### **A.37.4. Environmental Protection**

If the payments pursuant to the contract are expected to exceed \$100,000.00, then the contractor must comply with all applicable Federal Laws such as Section 306 of the Clean Air Act (42 U.S.C. 1857 (L)), Section 508 of the Clean Water Act (33 U.S.C. 1638), Executive Order 11738, and Environmental Protection Agency Regulations (40 C.F.R Part 15), which prohibit the use under nonexempt Federal contract, grant or loans of facilities included on the EPA List of Violating Facilities.

### **A.38. Assignment**

Contractor's obligations under this contract may not be assigned or transferred to any other person, firm, or corporation without the prior written consent of the State.

### **A.39. 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.40. Failure to Enforce**

Failure by the State of Oklahoma at any time to enforce the provisions of the contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the contract or any part thereof or the right of the State of Oklahoma to enforce any provisions at any time in accordance with its terms.

### **A.41. Licensed Software**

- A.41.1. Under no circumstances shall the contractor be required to install or maintain software packages that it has reason to believe are not properly licensed.
- A.41.2. All software/software licensing previously installed by the agency remains the responsibility of the agency. Software used by the contractor in performance of this contract is the responsibility of the contractor.

### **A.42. Contract**

The contract shall be for indefinite delivery and indefinite quantity for the products/services awarded.

### **A.43. Conflict of Interest**

Contractor must disclose any contractual relationship or any other relevant contact with any State personnel, or other State contractors involved in the development of this solicitation that result in a contract. Any conflict of interest shall, at the sole discretion of State, be grounds for termination of project involvement; provided that such termination must be made within a reasonable time after disclosure of such relationships or contacts.

In addition to any requirements 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 activities or interests that conflict or may conflict with the best interests of the State. Further, such employees shall not plan, prepare, or engage in any activity that conflicts or may conflict with the best interests of the State of Oklahoma during the period of this agreement without prior written approval of the State. Prompt disclosure is required under this paragraph 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, other third-party individuals, or entities holding contracts with the State.

### **A.44. Limitation of Liability**

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

### **A.45. Media Ownership (Disk Drive and/or Memory Chip Ownership)**

- A.45.1. In conjunction with the Oklahoma Computer Equipment Recovery Act and the Office of State Finance's Information Security, Policies, Procedures, and Guidelines – Media Sanitization Procedures for the Destruction or Disposal of all Electronic Storage Media: disk drives and memory cards purchased with or for use in leased equipment under this contract remain the property of the State of Oklahoma.
- A.45.2. Disk drives and memory cards purchased with or included in leased or purchased equipment under this contract shall remain the property of the State of Oklahoma; therefore, 'Keep Your Hard Drive' costs must be included in the offeror's proposed cost.
- A.45.3. 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 Agencies 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 by the State entities for equipment whether purchased or leased shall also be applied to replacement devices and components the selected offeror's 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, there shall be sufficient safeguards in place (such as a record of hard drive serial numbers) to protect the Personal Identification Information that may be stored within the hard drive/memory of the device.

**A.45.4. The State of Oklahoma IT Security Policies may be found at:**

**A.45.5. <http://www.ok.gov/OSF/documents/InfoSecPPG.pdf>**

#### **A.46. Offshore Services**

No offshore services are provided pursuant to this contract.

#### **A.47. Failure to Provide**

The contractor's repeated failure to provide defined services, without reasonable basis as determined by the sole discretion of the State of Oklahoma's chief Information Officer, shall constitute a material breach of the contractor's obligations, which may result in cancellation of the contract.

#### **A.48. Agency Policies**

The contractor's employees and/or sub-contractors must adhere to the agency policies pertaining 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 agency policies covering the above to the consulting staff.

#### **A.49. 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](http://www.ok.gov/OSF/documents/StateOfOklahomaInfoSecPPG_osf_12012008.pdf)

#### **A.50. 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 elsewhere under this document. 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 a formal modification or amendment to the contract.

#### **A.51. Ownership Rights**

- A.51.1. 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 reusable or pre-existing intellectual property ("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.51.2. 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 opened by and for the benefit of State of Oklahoma.

#### **A.52. Right of Use**

- A.52.1. The State has the right to use or not use the software, not including any utilities, and to use, reproduce, re-use, alter, modify, edit, or change the software as it sees fit and for any purpose. However, contractor shall bear no liability for any changes the State makes to such software.
- A.52.2. In the event that it should be determined that any of such software or supporting documentation does not qualify as a "Work Made for Hire", contractor irrevocably grants to the State an non-exclusive, irrevocable license to use such portion. With respect to any Utilities, the State shall have the right to perpetual, internal use of the Utilities included in the deliverable.
- A.52.3. Contractor shall assist the State and its Agents, upon request, in preparing U.S. and foreign copyright, trademark, and/or patent applications covering Software. Contractor shall sign any such applications, upon request, and deliver them to the State. The State of Oklahoma shall bear all expenses that it causes to be incurred in connection with such copyright, trademark, and/or patent protection.**

#### **A.53. Source Code Escrow – Reference Title 62 O.S. § 34.31**

No State agency, as defined by Section 250.3 of Title 75 of the Oklahoma Statutes, nor the Purchasing Division of the Department of Central Services, unless otherwise provided by Federal law, shall enter into a contract for the acquisition of customized computer software developed or modified exclusively for the agency or the State, unless the contractor agrees to place into escrow with an independent third party the source code for the software and/or modifications.

- A.53.1. The contractor must agree to place the source code for the software and any upgrades supplied to an agency in escrow with a third party acceptable to the agency and to enter into a customary source code escrow agreement which includes a provision that entitles the agency to receive everything held in escrow upon the occurrence of any of the following:

A bona fide material default of the obligations of the contractor under the agreement with the agency;

An assignment by the contractor for the benefit of its creditors;

A failure by the contractor to pay, or an admission by the contractor of its inability to pay, its debts as they mature;

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;

The appointment of a receiver, liquidator or trustee appointed for any substantial part of the contractor's property;

The inability or unwillingness of the contractor to provide the maintenance and support services in accordance with the agreement with the agency; or

The ceasing of a contractor of maintenance and support of the software

The fees of any third-party escrow agent subject to this section shall be borne by the contractor.

**A.53.2. As used in this section:**

"State agency" shall include all State agencies, whether subject to the Central Purchasing Act or not, except the Oklahoma Lottery Commission; and

"Source code" means the programming instruction for a computer program in its original form, created by a programmer with a text editor or a visual programming tool and saved in a file.

**A.54. Right to Renegotiate**

Prior to exercising the State's right to cancel a contract, the State may renegotiate an existing contract with a contractor for the purpose of obtaining more favorable terms for the State, provided that the term of the contract is not modified.

**A.55. Publicity**

The award of this contract to contractor is not in any way an endorsement of contractor or contractor's services by the State and shall not be so construed by contractor in any advertising or publicity materials. Contractor 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. Contractor further agrees not to publish or use such advertising, sales promotion, or publicity matter without the prior written consent of the State. Nor shall contractor release any informational pamphlets, notices, press releases, research reports, or similar public notices concerning this project without obtaining the prior written approval of the State.

**A.56. Mandatory and Non-Mandatory Terms**

A.56.1. Whenever the terms "shall", "must", "will", or "is required" are used in this RFP, the specification being referred to is a mandatory specification of this RFP. Failure to meet any mandatory specification may cause rejection of the Offeror's Proposal.

A.56.2. Whenever the terms "can", "may", or "should" are used in this RFP, the specification being referred to is a desirable item and failure to provide any item so termed shall not be cause for rejection.

**A.57. 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. Glossary of Terms**

**B.1.1. Contractor – A vendor, offeror, or bidder that has been awarded a contract by the State**

### **B.2. Contract Term, Renewal and Extension Option**

- B.2.1. The initial contract period shall begin on the effective date and shall extend through One (1) Year unless renewed, extended, or terminated in accordance with applicable contract provisions. The contractor shall not commence work, commit funds, incur costs, or in any way act to obligate the State until so notified in writing of the approval of the contract. The authorized State representative is the only individual who can transmit that approval to the contractor.
- B.2.2. Under Oklahoma law, the State may not contract for a period longer than one (1) year. By mutual consent of the parties hereto, it is intended that there shall be four (4) options to renew, each for the duration of one (1) year.
- B.2.3. The State, at its sole option, may choose to exercise an extension for 90 days beyond the final renewal option period, at the contract compensation rate for the extended period. 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 90 day extensions, by mutual consent and at the contract compensation rate, to facilitate the finalization of related terms and conditions of a new award or as needed for transition to new contractor.
- B.2.4. Notification to exercise the option to renew the contract shall be set forth, in writing, by the State at least 30 days prior to the end of each contract period. The contract shall be contingent upon approval by the State. If a decision is made not to exercise an option period, notice shall be sent at least 30 days prior to the end of the current contract period.

### **B.3. Contractors and Sub-Contractors Obligations**

- B.3.1. The contractor may use sub-contractors in support of this contract; however, the contractor shall remain solely responsible for the performance of this contract.
- B.3.2. All payments for products or services shall be made directly to the contractor. If sub-contractors are to be used, the sub-contractors shall be identified in the Proposal and shall include the nature of the services to be performed. The State reserves the right to approve any and all sub-contractors providing services under this contract.
- B.3.3. All contractor and sub-contractor changes after award, including changes of the actual employees performing services on this contract, are subject to approval by the State. No payments shall be made to the contractor for services performed pursuant to this contract by unapproved employees of a sub-contractor.
- B.3.4. Contractor's employees or agents, if any, who perform services for the State under this agreement shall also be bound by the provisions of this agreement. At the request of the State, contractor shall provide adequate evidence that such persons are their employees or agents. In accordance with the section on "Employment Relationship", the State shall not be responsible to contractor's employees for any employee benefit or any obligation relating to employment, including health insurance benefits, workers' compensation insurance, paid vacation, or any other employee benefit.

### **B.4. Warranty**

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. During the warranty period, defects in the 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.

### **B.5. Commercial Off-The-Shelf (Cots) Software**

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

## **C. SOLICITATION SPECIFICATIONS**

### **C.1. Introduction**

The Oklahoma Department of Environmental Quality (DEQ) wishes to implement a content management system and redesign its website to make it more user-friendly for the public. Oklahoma DEQ wishes to partner with one or more vendors on the development of a dynamic website utilizing SharePoint. DEQ currently hosts the following environment: Microsoft SharePoint 2010, Microsoft Active Directory, Microsoft SQL Server 2008, Oracle 11g, Microsoft Office 2010 and GIS.

### **C.2. Objectives**

Key objectives for redeveloping the website include:

- Simplified navigation and organized content to enhance the user experience
- Robust search functionality
- Incorporation of a content management system
- Possibly create a separate mobile site

### **C.3. Visual Design Creative Brief**

The Oklahoma DEQ will provide the successful bidder with a creative brief that outlines the agency's overview of the project, which defines the primary and secondary audiences, highlights the visual tone to communicate, and discusses specific messages, benefits, and values to be communicated to our audiences.

### **C.4. Compositions**

During the design phase of each project the successful bidder will be required to submit two radically different website compositions for review. Each composition must contain a home page, a container page, and an instance page. Upon the successful selection of one composition, it is certain that we will make iterations to the overall composition to better meet our specific needs. The iterative process will be limited to no more than four rounds of changes. Once we are satisfied that these changes meet our needs, we will sign the composition and transmit it to the vendor, signifying that the actual production of the website shall commence. The compositions themselves will need to show the website as no greater than 960 pixels wide, follow our branding guidelines, be unique and radically different, and submitted for our review as an Acrobat PDF.

### **C.5. Scope**

It is anticipated that the redesign effort may include, but may not be limited to, the following tasks:

#### **C.5.1. Requirements Gathering and Definition**

- Identify, organize, and prioritize detailed business requirements.

#### **C.5.2. Design**

- Design a comprehensive Information Architecture (i.e., organizational scheme, structure, and labeling system) that provides common navigation elements and results in an intuitive and easy to use website
- Create a compelling visual design that achieves the agency's branding objectives.
- Develop HTML templates, cascading style sheets, and all requisite artwork needed to implement the visual design.
- Design web page templates to dynamically render website content.
- Conduct usability testing to validate both conceptual and functional designs.

#### **C.5.3. Development and Testing**

Build, test, and validate all components (e.g., page template, search functionality) needed to produce a functioning website that satisfies the business requirements.

## **C.6. Mandatory Requirements**

### **C.6.1. Minimum Browser Requirements**

The vendor must specify which browsers are officially supported. All current standard browsers (but must include IE, Chrome, Firefox 2.x, Opera, and Safari) should be supported.

### **C.6.2. Integration with Existing Applications**

Web applications shall include the following:

- credit card payment ability
- database information lookup, etc.

### **C.6.3. Content**

- Ability to upload video
- Ability to incorporate a variety of graphic images
- Email addresses listed on the site should be automatically masked
- Migrate selected existing content to the new site

### **C.6.4. Cascading Style Sheets (CSS)**

Oklahoma DEQ requires two distinctive conditions regarding Cascading Style Sheets (CSS) to be fully met.

- The CSS stack must contain a CSS file for printing out the website, which includes our branding, page content and our contact information.
- All of the CSS must take into account user accessibility issues regarding visual or mobility impairments.

Bidder will both minify the CSS and use CSS sprites for background images and icons when it is beneficial to do so. Both of these optimizations help to reduce HTTP requests and download times. All CSS selectors using a hover state must use a :focus state and hyperlinks are clearly differentiated from body text.

### **C.6.5. Events Calendar**

- Interactive calendar that can easily be update
- Define recurring events
- Incorporation of a sign-up-now feature linked to online registration
- Emphasize or highlight individual calendar entries
- Approval workflow before events publish to the site
- Automatic archiving and expiration of events
- Events searchable by keyword, title, date, date range, location, etc.
- Provide multiple calendar views such as grid or list

### **C.6.6. Mobile Version**

- Minimized version of the official agency site specifically designed to display on a variety of mobile devices
- Content and features will be limited to essential information such as alerts, location of facilities, contact information, etc

### **C.6.7. Analytics**

- Incorporation of analytics to track site visitors, traffic sources, content, etc.
- Training on the use of analytics

### **C.6.8. Site Search**

- Robust search engine
- Clear and easy to navigate search results
- Searchable directory of agency services
- Search log to help identify areas the Department can improve the site
- Staff directory searchable by department, job function, name, title, etc

### **C.6.9. Site Index**

- A-Z site index

### **C.6.10. Notification and Subscription**

- Send mass email messages from a database from the same domain as the site
- Offer email subscriptions by category or subject
- Support unsubscribe via the site
- Distribute information through RSS
- RSS feeds based on categories/departments

## **D. EVALUATION**

### **D.1. Evaluation and Award**

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

**D.1.2.** The State reserves the right to request demonstrations and question clarifications from any or all-responding contractors.

### **D.2. Proposal Clarification Questions**

The State reserves the right, at its sole discretion, to request clarifications of technical proposals or to conduct discussions for the purpose of clarification with any or all contractors. The purpose of any such discussions shall be to ensure full understanding of the proposal. If clarifications are made because of such discussion, the contractor(s) shall put such clarifications in writing.

### **D.3. Competitive Negotiations of Offers**

The State of Oklahoma reserves the right to negotiate with one, selected, all or none of the vendors 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 that may mitigate the State’s risks. The State shall consider all issues negotiable and not artificially constrained by internal corporate policies. Negotiation may be with one or more vendors, for any and all items in the vendor’s offer.

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:

**D.3.1.** Negotiations may be conducted in person, in writing, or by telephone.

**D.3.2.** Negotiations shall only be conducted with potentially acceptable offers. The State reserves the right to limit negotiations to those offers that received the highest rankings during the initial evaluation phase.

**D.3.3.** Terms, conditions, prices, methodology, or other features of the offeror’s offer may be subject to negotiations and subsequent revision. As part of the negotiations, the offeror 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 offer.

**D.3.4.** The requirements of the Request for Proposal 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.3.5.** BEST and FINAL – The State may request best and final offers if deemed necessary, and shall determine the scope and subject of any best and final request. However, the vendor should not expect an opportunity to strengthen its offer and should submit its best offer based on the terms and condition set forth in this solicitation.

### **D.4. Selection Criteria**

- Technical Response
- Experience
- References
- Project Milestone Schedule
- Financial Stability
- Voluntary Product Accessibility template (VPAT)
- Cost

### **D.5. Evaluation Process**

**D.5.1.** Evaluation Process – Determination of Solicitation Responsiveness

- A responsive offer is defined as an offer that meets all the general mandatory requirements as outlined below:
- Responding Bidder Information Sheet complete Form 076
- Certification for Competitive Bid and Contract (Non-Collusion Certification) Form 004
- Amendments, if issued, are acknowledged.
- All required attachments are submitted

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.5.2. Evaluation Process - Evaluation of Offer**

The technical section of the offer is evaluated based on the required submittals in Section E.

#### **D.5.3. Evaluation Process - Evaluation of Cost**

Cost comparisons are performed.

#### **D.5.4. Evaluation Process – Demonstrations**

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

**D.5.5. Best Value Evaluation of Product/Services**

**D.5.5.1. Selection**

The selection and award of contractor is based upon which contractor best meets the needs of the State.

The State reserves the right to negotiate with one or more contractors, at any point during the evaluation. The State may negotiate any and all content of the offer.

- D.5.6. Contractors should be prepared to participate in oral presentations and demonstrations to define their submittal, to introduce their team, and to respond to any and all questions regarding their offer if requested by the State prior to award.

## E. INSTRUCTIONS TO OFFEROR

### E.1. Introduction

Prospective contractors are urged to read this solicitation carefully. Failure to do so shall be at the offeror's risk. Provisions, terms, and conditions may be stated or phrased differently than in previous solicitations. Irrespective of past interpretations, practices or customs, offers shall be evaluated and any resultant contract(s) shall be administered in accordance with the plain meaning of the contents hereof. The offeror 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 offeror's failure to read and understand any term or condition in this solicitation constitute grounds for a claim after contract award.

### 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. Submission of Offer

- E.3.1. Completeness of offer(s): It is desirable that the offeror respond in a complete, but concise manner. It is the offeror's sole responsibility to submit information in the offer as requested by the solicitation. The offeror's failure to submit required information may cause its offer to be rejected. However, unnecessary information should be excluded from the offeror's offer.
- E.3.2. Copies: the offeror's offer should be paginated and include an original document, plus five (5) copies for a total of six (6) documents. The documents' front pages should indicate original or copy.
- E.3.3. The offeror should include a "machine readable" version, preferably in Microsoft WORD format, on CD or DVD, of the offeror's offer.

### E.4. Proposals Are Subject to Oklahoma Open Records Act

- E.4.1. To the extent permitted by the Oklahoma Open Records Act, 51 O. S. (2001) § 24A.1-27, the offerors proposals will not be disclosed, except for purposes of evaluation, prior to approval by the CIO of the resulting contract. All material submitted becomes the property of the State of Oklahoma. Proposals will not be considered confidential after a contract is awarded.
- E.4.2. Proposals are subject to public disclosure in accordance with the Open Records Act. PROPOSALS MARKED, IN TOTAL, AS PROPRIETARY and/or CONFIDENTIAL SHALL NOT BE CONSIDERED.
- E.4.3. If a offeror believes particular information requested by the RFP for evaluation purposes is proprietary, the offeror shall submit that information separate and apart from its response and mark it Proprietary and Confidential. If ISD in its sole discretion agrees the information is proprietary, ISD will maintain the information as Confidential. If ISD does not acknowledge the information as proprietary, ISD will return or destroy the information with proper notice to the offeror and the evaluation will be completed without consideration of the information marked Proprietary.

### E.5. Explanation to Offeror

- E.5.1. Offerors who need clarification shall contact the contracting officer shown on the RFP. Oral explanations or instructions shall not be binding. Any information given an offeror concerning a solicitation shall be provided promptly to all other offerors as an amendment, if that information is necessary in submitting an offer or if the lack of it would be prejudicial to other offerors.
- E.5.2. **Offerors who believe solicitation requirements or specifications are unnecessarily restrictive or limit competition may submit a request for administrative review, in writing, to the State. To be considered, a request for review must be received no later than 03/22/2012.** 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 the 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.5.3. General Solicitation Questions – Offeror may submit general questions concerning the specifications of the solicitation. These questions shall be promptly answered in the form of an amendment and posted on the OSF website.
- E.5.4. When posing questions, every effort should be made to be concise and include section references, when possible.
- E.5.5. Offerors are advised that any questions received after **03/22/2012** shall not be answered. All questions must be submitted via e-mail to [Hurtisine.Franklin@osf.ok.gov](mailto:Hurtisine.Franklin@osf.ok.gov)

### E.6. P-Cards

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

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

Yes \_\_\_\_\_ No \_\_\_\_\_ (check one)

### **E.7. Accessibility and Compliance- (VPAT Required)**

**508 Compliance**, which is part of the Rehabilitation Act of 1973 requires electronic and information technology be accessible to people with disabilities and the **Disabilities Act (ADA)**, Offerors must demonstrate the proposed solution supports the goals of this law. The published site(s) must conform to the User Agent Accessibility Guidelines (UAAG) 2.0 – W3C Working Draft, 11 March 2010 as best as possible. Deviations from the guideline must be identified, documented, and reviewed with the DEQ. **Offerors must complete the VPAT-DCS Form # CP -053 (Web-Based Internet Information and Applications) posted with this RFP VPAT instructions are posted.**

Accessibility must consist of the following:

- All pages to be print friendly and provide email-a-friend functionality
- Ability to adjust font size on a each page
- Compatible with major browser
- Accessible on multiple device types

### **E.8. Media –Rights Managed (RM)**

Oklahoma DEQ defines media as website elements consisting of animation, documents, photography, graphics, audio, video, and icons. Three distinctive conditions will be fully met prior to using any media on our website. The use of rights-managed (RM) or products is not acceptable. **The use of rights-managed (RM) or products is not acceptable.**

DEQ requires the following:

- use of royalty-free (RF) products.
- When using royalty-free (RF) products, the vendor must present proof to Oklahoma Department of Environmental Quality that all necessary rights, consents, and/or permissions as may be required for reproduction of any media have been secured.
- The original downloaded media files, and the rights to use them, will be transferrable to Oklahoma DEQ.
- Media types, such as internal-facing hyperlinks and images, must contain alternate text or titles of the linked document as part of the screen text.

### **E.9. Methodology**

Offeror should provide **a maximum two (2) page narrative describing** the following development methodology:

- Offerors should demonstrate a sound understanding of the issues surrounding the project and tailor the sequence of activities to ensure that the desired project outcomes are achieved.
- Offerors should identify method of communication and demonstrate the willingness to communicate and to make interim modifications as deemed necessary during the course of the project.
- Offeror should identify their methodology and ongoing processes.
- Testing methods and details shall be identified by the vendor.

### **E.10. Project Milestone Schedule**

Offerors will submit a detailed critical path schedule with milestone dates for the period from contract award to contract start date. Project Milestone Schedule should not exceed 2 pages

E.10.1. Milestone Schedule shall include the project timeline complete with milestones, tasks, and task completion dates.

E.10.2. The Milestone Schedule must identify key action steps and milestone dates for transition to the proposed service.

### **E.11. Security**

DEQ requires all transactions that contain personal or identifiable information be processed and stored in an encrypted environment.

E.11.1. Offeror will provide detailed information for protection of personal or identifiable information.

### **E.12. Hardware Requirements**

Bidder will provide in detail any hardware requirements to support the proposed website solution.

### E.13. Software Components-Third Party Software (if applicable) Costs –Attachment A

Bidder will identify the following:

- all software components contained within the solution,
- software components cost
- third party software (if applicable)
- cost of third party software (If applicable)

### E.14. Licenses--Annual Support- Third Party (if applicable) Cost –Attachment B

Bidder will identify the following

- any initial required licensing fees
- annual support costs
- If user licenses are required, identify per-user licensing costs
- third party license requirements

### E.15. Hosting

Oklahoma (DEQ) intends to host its website and related products internally **unless significant cost savings can be demonstrated** by externally hosting without risk of service degradation. **If offeror recommends a particular hosting scenario, offeror shall submit a maximum of two (2) pages detailing the following**

- necessary hardware and software specifications
- any user licenses for products required for a hosting solution must be identified
- pricing
- cost savings
- any risk of service degradation

### E.16. Maintenance &Support Options/ Annual Support- Cost –Attachment C

Bidder shall provide the firm's service agreement any on-going support that is beyond the scope of this project.

- support options
- cost breakdown for each element
- emergency assistance
- rates for ongoing changes

### E.17. Training Cost- Attachment –D

The successful Offeror shall provide **On-site Training** for up to twenty -five (25) DEQ staff that will have administrative or managerial-level access to the web site. Offeror must clearly identify training and or any additional training that is to be included as a part of this RFP proposal. In addition Offeror shall provide the following:

- **any and all costs** associated with training DEQ business employees in using the functionality and tools
- **Costs should include** classroom, web-based, over-the-shoulder, one-on-one, and workbook documentation
- **Bidder will identify any and all costs** associated with training DEQ Information Technology (IT) staff.
- Cost should include classroom, web-based, over-the-shoulder, one-on-one, and workbook.
- **any and all costs associated** with training DEQ business end-users and/or DEQ IT staff **on any third party software and hardware used to successfully implement and deploy Website.**
- **any and all costs** associated with user manuals, quick reference guides, or any other training materials deemed necessary in training DEQ personnel
- **any training costs** not recognized in previous training cost items. Supplier must provide details. Use "Additional Notes" for narratives

### E.18. Deliverables– Please Note Mandatory Deliverables Listed Below))

Note: Deliverables are to be in both hard copy and in a single machine-readable format, preferably in Microsoft Word format, on either CD or DVD.

E.18.1. Completed "Responding Bidder Information" OSF/Purchasing Form 076

E.18.2. Completed "Certification for Competitive Bid and Contract" OSF/Purchasing Form 004

**E.18.3. References - (Offerors must submit Attachment E with RFP proposal)**

- E.18.3.1.** Five (5) years experience designing and implementing CMS-based websites is required
- E.18.3.2.** Offeror must submit a minimum of five (5) references each named individual for similar work done within the past three (3) years by Offeror's company
- E.18.3.3.** **Offeror will be responsible for acquiring References using Attachment- E** to gather reference information for each of the following:
  - Company
  - Project Manager,
  - Lead Design Engineer
  - Technical Engineer
  - CMS Developer (s)
  - Graphic Designer (s)
- E.18.3.4.** **Offerors will commit** that the identified staff will actually perform the assigned work
- E.18.3.5.** The Successful Offeror will attend project kickoff meeting as well as the successful offeror's Project Manager, and Lead Design Engineer, Technical Engineer, CMS Developer (s) and Graphic Designer(s).

**Offeror is responsible for providing their fax number and or e-mail address at the bottom of each reference document to assure references are returned to the offeror. It is the offeror's responsibility to assure attachment is submitted with bid proposal.**

**E.18.3.6. Past Performance Information - (Offerors must submit Attachment F with RFP proposal)**

- E.18.3.7.** **Offeror will be responsible for acquiring Past Performance Information using Attachment- F** to acquire Past Performance for each of the following:
  - Company
  - Project Manager
  - Lead Design Engineer
  - Technical Engineer
  - CMS Developer (s)
  - Graphic Designer (s)

**E.18.3.8.** Bidder should submit a minimum of five (5) surveys (Past Performance Information).

**Offeror is responsible for providing their fax number and/or e-mail address at the bottom of each reference document to assure references are returned to the offeror. It is the Offeror responsibility to assure attachment is submitted with bid proposal.**

- E.18.4. Company Information – Vendor 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.
- E.18.5. Financial Status – Offeror should present information 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) Note: This information must be submitted, at the latest, prior to award. If the contractor 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 contractor who is deemed financially weak. The State reserves the right to determine financial status at their sole discretion.

Clarification or additional documents may be requested. FINANCIAL STABILITY DETERMINATION IS A MANDATORY DELIVERABLE

**E.18.6. Response to Requirements as outlined in Section C and E**

**E.18.7. Pricing**

**E.18.8. Project Milestone Schedule**

**E.18.9. Attachments A, B, C, D, E, & F**

**E.18.10. Vendor Questionnaire –Attachment G**

Offeror must complete the Vendor Questionnaire and submit with RFP proposal.

**E.18.11. Any software licensing, maintenance, or service agreements the contractor requires, should they be the successful contractor, not submitted with contractor's offer shall not be considered after contract award.**  
**MANDATORY DELIVERABLE**

Note: Deliverables are to be in both hard copy and in a single machine-readable format, preferably in Microsoft Word format, on either CD or DVD.

**E.19. Notice of Award**

A notice of award in the form of a PO or contract resulting from this solicitation shall be furnished to the successful contractor and shall result in a binding contract.

## **F. CHECKLIST**

- F.1.** Responding Bidder Information (OSF/ISD Procurement – Form 076)
- F.2.** Certification for Competitive Bid and Contract (OSF/ISD Procurement – Form 004)
- F.3.** Supplier Contract Affidavit (OSF/ISD Procurement – Form 079)
- F.6.** Workmans Comp Insurance Certification
- F.7.** Vendor/Payee Form or W-8BEN (as required)
- F.8.** VPAT –DCS Form CP-053 (Web-Based Internet Information and Applications)
- F.9.** References - Attachment –E (Section E.17.3)
- F.10.** Past Performance Information- Survey Attachment F (Section E.17.3.6)
- F.12.** Project Milestone Schedule (Section E.10)
- F.13.** Vendor Questionnaire Attachment G (Section E.18.10)
- F.14.** Company Information/ (Section E.18.4)
- F.15.** Financial Stability (Section 18.5)
- F.16.** Price and Cost (Section G- Attachments A, B, C, D)

## **G. PRICE AND COST**

Bidder is to submit a proposed price for all products/services proposed which shall constitute the entire compensation due the successful contractor for the products/services described in this solicitation, regardless of the difficulty, materials or equipment required, and will include all applicable taxes, fees, overhead, profits, travel, and all other direct and indirect costs incurred or to be incurred by supplier. Bidder will submit proposed cost as prescribed in Attachments A, B, C, & D.

### **G.1. Total Project Costs-**

Bidder will submit

- Bidder will list, by name, each of the previous project cost worksheets.
- Provide subtotal amounts for each named project cost worksheets.