



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

**Amendment of
Solicitation**

Date of Issuance: 01/15/15 Solicitation No. 3450004435
 Requisition No. _____ Amendment No. 2

Hours and date specified for receipt of offers is changed: No X Yes, to: 01/28/2015 03:00 PM 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: Robert Goad
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Robert Goad
 Procurement Specialist
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Description of Amendment:

a. This is to incorporate the following:

1. 1. Are you looking for a monthly cost and if a monthly cost how many months, or a purchase price?

The agency will consider all offers. However, the agency anticipated an annual cost for the purchase as well as an annual cost for maintenance renewals.

2. Is the system going to be hosted by the winner.

The system should be web-based and hosted by the awarded bidder. The agency will have control of the data.

3. How many contracts are you currently handling?

There are approximately 560 current contracts with the anticipation of adding approximately 30 contracts per month during the first y

4. Given the Scope of the RFP and the short turnaround time to provide a thorough response, would OMES consider

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

an extension of 21 days for all vendors responding to this RFP?

The bid due date has been extended until 01/28/2015 3:00PM CST

5. What technology/capability is the state currently using as their MWDBE directory? How is that data being populated now? Who is responsible for maintaining it?

The state is currently using Microsoft Office and also Oracle to create and track DBE Certification. DBEs are added throughout the month. A monthly directory of certified firms is updated and included in the monthly letting. The Civil Rights Division is the one that maintains this data.

6 . How is the state managing revenue today? What technologies/capabilities are currently utilized? Does the state plan to continue using those technologies/capabilities going forward?

The State is currently using a program called SiteManager. This program is an AASHTO product. SiteManager automates and streamlines the management of highway construction contracts by eliminating time consuming repetitive tasks. As a result, highway agency staff spend less time on paperwork and more time monitoring progress and quality at the project site. Data is produced and collected during the entire project lifecycle and data is analyzed and applied to future projects through the use of the cost estimation module (CES).

7. To more succinctly understand outreach management, what is the Outreach Management tool utilized currently? What data does it need?

The Civil Rights Division, Supportive Services, identifies and encourages small , minority and women owned businesses to apply for Disadvantaged Business Enterprise (DBE) certification. Outreach is conducted by attending expositions, trade fairs, hosting DBE Certification workshops and outreach events and participating in Chamber of Commerce meetings. The DBE Supportive Services office also evaluates and certifies prospective DBEs, performs on-site visits to potential DBEs applying for certification, and tracks and measures annually the success of DBEs as they progress toward graduating from the DBE program. Currently this is all accomplished by utilization of the ODOT website.

8. To more succinctly understand concession / revenue contract management, please explain what the state is managing with respect to "concessions"?

Currently there is no mechanism in place for concessions.

9. How many standard users and read only users are you requesting for this solution?

All ODOT Residencies, consultants and Civil Rights Division personnel will have access to the program. Along with contracts, subcontractors, vendors, suppliers and others. Not everyone will have full access rights.

10. . What application is the state using today for vendor / contractor management, sourcing and contract management?

Site Manager.

11. How does the state manage goal setting today? What technologies/capabilities are currently utilized? Does the state plan to continue using those technologies/capabilities going forward?

The Civil Rights Office maintains the goal setting processes.



12. Given the Scope of the RFP and the short turnaround time to provide a thorough response, would OMES consider an extension of 21 days for all vendors responding to this RFP?

Yes. Bids are now due by 01/28/2015 3:00PM CST

13. How many vendors does ODOT estimate will require access to the system?
400

14. In regards to section C.4.21. "Outreach Management - Staff will be provided access to the Outreach Management tool" on solicitation page 17, how many outreach campaigns/events does ODOT estimate it will require in one year?

It depends on the number of DBEs certified. Each campaign is based on a needs assessment

15. The first bullet under section C.4.23. "Insurance Management" on solicitation page 18 states: "Staff will be able to enter and track the following certificates for contracts and vendors." How many risk certificates does ODOT estimate it will need to track in one year?

It depends on the number of contracts awarded each year which shows how many will be required. Last year there were approximately 150 contracts.16

16. In regards to section C.5.1. "Staff will be provided access to the Goal Setting module" on solicitation page 18, what is the estimated number of contract-specific goals that will need to be set and tracked each year?

About 150 construction contracts per year.

17. How many vendors does ODOT estimate will apply for certification online in one year?

Approximately 35.

18. The first bullet under section C.5.2. "Proposals & Bid Tracking Module Overview" on solicitation page 19 states: "Authorized staff will be able to create proposals in the module." What is the estimated number of proposals that will need to be created and tracked in one year?

We believe approximately 150-175.

19. The second bullet under section C.5.2. "Proposals & Bid Tracking Module Overview" on solicitation page 19 states: "Staff will be able to enter bids as they are received." What is the number of bids ODOT estimates it will need to enter and track in one year?

The first year we will begin a new year and then update the information monthly.



20. Section C.5.5. "Historic Data Loading" on solicitation page 19 states: "Migrate and import records into the system." What external data (and how many records) will ODOT 1) need migrated and 2) need interfaced regularly with the new system?

Depending on the set up, we plan to start with 2015 data and track information throughout the year. Data will need to be imported each month. For historical data, DBE lists will need to be imported as needed. It has been proposed that another source will populate that information. Regular maintenance will be required monthly.