State of Oklahoma

Amendment of Solicitation

Date of Issuance: 01/26/2018
Requisition No. 3850000316
Solicitation No. 385000044
Amendment No. 2

Hour and date specified for receipt of offers is changed: ☐ No ☑ Yes, to: February 13, 2018 3:00 PM CST

Pursuant to OAC 260:115-7-30(d), 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:

Lisa Bradley
Contracting Officer
405-522-4480
Lisa.Bradley@omes.ok.gov

Description of Amendment:

a. This is to incorporate the following:

Clarification and Revision of Section E.7. And E.17.

E.7 Submission Deliverables

E.7.1 Electronic Submission

One (1) USB drive, CD, or DVD containing an electronic copy of the proposal must be clearly marked by the respondent’s name. No hard copies are required. All electronic documents must be in Microsoft Office Word, Excel, or Adobe PDF. A copy of proposal which has been emailed to Contracting Officer is not considered an electronic copy and will not be accepted.

E.7.2 Proposal Content

E.7.2.1 Completed “Responding Bidder Information” OMES/CP/Purchasing Form 076.

E.7.2.2 Completed “Certification for Competitive Bid and Contract” OMES/CP/Purchasing Form 004.

E.7.2.3 Evidence of meeting the insurance requirements

E.7.2.4 Acknowledgement of Amendments to the Solicitation (if applicable)

E.7.2.5 Bidder Agreements

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

Note: Any such agreements the Bidder requires, should it be the awardee of the Contract, not submitted with Bidder’s original Bid shall not be considered.
E.7.2.6. EITA Compliance
Provide adequate information defining your products level of EITA compliance by providing a Voluntary Product Accessibility Template (VPAT) that indicates compliance of all products offered with the provisions of Section 508 of the Rehabilitation Act Amendments included in the Workforce Investment Act of 1998. Please complete the VPAT & Accessibility - OMES Form that is applicable. Attached for reference is the VPAT Instructions Template.
Supplier may provide a URL link to a website providing VPAT for products deliverables through resulting Contract.

E.7.2.7. IS Security Document (required if response contains/utilizes IT components)

E.7.2.8. Attachment A – RFP Cover Page and Declaration
E.7.2.9. Attachment B – Cost Proposal Form
E.7.2.10. Attachment C – Contract Schedule
E.7.2.11. Attachment E – Level of Expertise Plan
E.7.2.12. Attachment F – Risk Assessment Plan
E.7.2.13. Attachment G – Value Added Plan

Section E.17 has been deleted entirely.

Question: To confirm E.7.1: You DO want us to submit our proposal documents on CDs that feature our company name? Should we label the outside and the electronic CD title with our name, or do we need to avoid such labeling? And do you want us to use any special file naming conventions for our completed electronic proposal documents? (We want to make sure we comply with your desired process anonymity.)

Answer: Yes. The company name must be clearly labeled on the electronic media. Your submission plans, Attachment E, F, and G must remain anonymous. Upon opening, your responses will be labeled Vendor A, B...

Please submit each requirement as a separate file. Naming may remain the title of the file.

Question: Sections E.15 (P-Cards) and E.16 (EFT) have boxes for us to check. In which section should our responses for these items be submitted?

Answer: E.15 and E.16 may be addressed during clarification phase.

Question: Section E.17.6 Pricing indicates that cost-related information must be submitted separately. Should a copy of Attachment B (Cost Proposal) be submitted on two additional CDs? Or is the intention that we submit one CD with everything except Attachment B and one CD with Attachment B to reach the required 2 CDs?

Answer: The separate submission of Attachment B may be accomplished as a single file. Submissions should be sent as separate files and not combined into one document. The separate files may be submitted on one electronic media however.

Question: To confirm: We DO NOT need to submit Attachment H, Attachment I, Attachment J, or Attachment K, correct?

Answer: Correct

Question: Section E.7.2 – Proposal contents – During the webinar on 01/23/2018, the Contracting Officer stated that proposal should only contain responses to Sections E.7.2.1 to E.7.2.12. Can you please confirm that?

Answer: Attachments E, F, and G are the basis of the initial business and/or technical response. This is the 6 page submission. Attachment C is also required but does not include the 6 page limit. The other forms required in the revised Section E.7.2 are Oklahoma required forms for all submissions.

Question: Section E.7.2.8. Attachment C – Contract Schedule asks for Contract Duration and Contract Duration (Total Time). Could you provide clarification on the difference between these two entries? Also, the Contract Duration mentions “the executive search process”. Please provide clarification of this term.

Answer: There should only be one entry of contract duration. Revised Attachment C attached.
Question: Section E.7.2.8. Attachment C – Contract Schedule states that “Respondent must also attach a draft project MILESTONE schedule that starts from the anticipated authorization to proceed date to completion of service.” Can the project MILESTONE schedule include the Supplier name?
Answer: Yes

Question: Section D.3.3.6.1 – This section states that a "Value Add option must impact cost". Can the vendor not propose a value add option for the State that can be exercised without impacting cost?
Answer: Yes, definitely. Only if the value added option adds or reduces additional cost should any costs be marked.

Question: Form 076 – Tax ID. From our understanding of Section A.14.2 we are exempt from Sales Tax. Please confirm.
Answer: A.14.2 references the State, not the Vendor. Form 076 is requesting your Federal Tax ID

Question: Section D.2 – Evaluation Criteria – How will the PC Submittal be weighted? Will the Level of Expertise, Risk Assessment, and Value Add be weighted equally or more emphasis be placed on one or more documents (for example will Level of Expertise be weighted more than Value Add)?
Answer: The scoring weights are usually not posted with the initial RFP.

Technical Questions

Question: Is the state looking for a hosted solution or will this solution be hosted at OMES?
Answer: We are leaving this open as an option based on Vendor response.

Question: C.6.3.4. When the application receives the query input(s) the application determines if the insurance company has a web service or not.

Question: Does OCIVS keep a list in a local database on which insurance company has a web service enabled?
Answer: Yes

Question: C.6.2.1. Every insurance company that does business in Oklahoma provides information about their existing policies to DPS via a secured FTP site.
Is the data structure for each company that sends data same
Answer: Yes

Question: Are all the Webservices to insurance SOAP(WSDL) based or are there REST API too involved
Answer: (WSDL)

Question: Any timeline associated with delivering the proposed OCIVS system?
Answer: We are leaving this open based on Vendor response.

Question: Are there any reporting requirements?
Answer: Yes, we will provide a list of the reporting requirements upon award.
**Question:** As per C.6.3.1. The OCIVS application is initiated in all cases by a web service query by one of the users, however the Exhibit E mentioned, "Entry of an inquiry on the OCIVS Website is intuitive."

Is building of the OCIVS website in scope for this project?

**Answer:** Yes

**Question:** Does all the Web service query from different insurance companies return a standard XML response, and also in future any insurance company that turn on Web service in Production follow the same XML (XSD Schema)?

**Answer:** There are two versions of the IICMVA WSKL. Some companies use the 2005 version and some use the 2008 version. Companies starting a web service should refer to IICMVA documentation for details.

**Question:** Who will administer this program—Oklahoma or the vendor?

**Answer:** We are leaving this option open based on the vendor's response.

**Question:** Section C.6.1.7 states, "Regardless of which agency ends up as the owner" in reference to the "re-imagined" application. Is this statement about ownership simply about the division where the program/application will be placed? Or does it have implications for program administration, task performance, and/or other areas of program/application actions?

**Answer:** The statement of ownership refers to the agency that by statute is responsible for the OCIVS program.

**Question:** Have you considered adding a customer service component to this program (e.g., to assist cited motorists)?

**Answer:** Currently we have a public accessible website for lookup based on the following known criteria. (VIN, Policy Number, Company and NAIC #)

**Question:** Section C.1 - Can this system be hosted by the Supplier in a secure hosting location or must it be hosted within the State Network?

**Answer:** We are leaving this open as an option based on Vendor response.

**Question:** Is the State interested in a custom built software solution that they can own and operate?

**Answer:** We are leaving this open as an option based on Vendor response.

**Question:** Will the State consider Software as a Service solution that is owned and operated by the vendor on behalf of the State?

**Answer:** We are leaving this open as an option based on Vendor response.

**Question:** Can the State please provide the roles of the state staff and the amount of time per week they will be available to support this project?

**Answer:** The State of Oklahoma is dedicated to the completion of the project and will provide all necessary resources for a successful implementation.

**Question:** Can the State provide the number of registered drivers with driver’s licenses?

**Answer:** This information is not needed for the completion of this OCIVS project.
**Question:** Can the State provide the number of insurance carriers?

*Answer:* Currently we have 210 companies reporting to the OCIVS system.

**Question:** Is a solution that is hosted in the cloud acceptable or does the State expect to host the solution on premises?

*Answer:* We are leaving this open as an option based on Vendor response.

b. All other terms and conditions remain unchanged.

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<td>Authorized Representative Name (PRINT)</td>
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