



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

**Amendment of Solicitation**

Date of Issuance: 11/19/2012 Solicitation No. 4350000009  
 Requisition No. 4350000028 Amendment No. 004

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

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

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

**ISSUED BY AND RETURN TO:**

Office of Management and Enterprise Services ISD Procurement Attn: <u>Hurtisine Franklin</u> 3115 N. Lincoln Blvd. Oklahoma City, OK 73105	<u>Hurtisine Franklin</u> Contracting Officer <u>(405) 521-6419</u> Phone Number <u>Hurtisine.Franklin@omes.ok.gov</u> E-Mail Address
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**Description of Amendment:**

a. This is to incorporate the following:

November 08, 2012 Follow-up Questions

**4350000009**

***Page comment added by Lynn Becker***

Regarding the presentation of confidential information, we believe the stated requirement of "separate and apart from its response" if implemented literally including with such things as sealed envelopes etc, and thus removed from the flow of the written proposal response will render the proposal very difficult to read and cause the evaluators to have to flip back and forth from the various sections of non confidential and confidential, causing undue difficulty for the reader and for future references to the proposal.

We noticed that the RFP has a small contradiction about how the confidential information should be presented in that as stated on page 6 letter A.7, only requires specific identification of such materials while E.4.2 states "separate and apart".....

b. All other terms and conditions remain unchanged.

\_\_\_\_\_  
 Supplier Company Name (**PRINT**) Date

\_\_\_\_\_  
 Authorized Representative Name (**PRINT**) Title Authorized Representative Signature



We would simply like to label each page confidential, starting on clean page breaks, throughout the proposal for those pages which we would like to receive confidential treatment. In addition we would like to provide a summary letter at the front of the proposal specifically identifying those pages and the reasons for the confidential request.

We are asking this in order to simply and make it easier for everyone.

Thank you for your consideration of this request.

Response

Section A.7 of the General Provision prescribes if the offeror submits information as confidential/proprietary that the information must be identified as such and offerors must identify applicable supporting their claim of confidentiality. This section does not prescribe how to submit this information, this information can be found in section E.4 § E.4.2

**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.

E.4.2. Prescribes how confidential/proprietary information must be submitted.

**Offerors are required to submit all confidential and/or proprietary information contained within the response and place it in a sealed envelope.** *This information maybe place at the end of the proposal*

E.4.2 if an 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. PROPOSALS MARKED, IN TOTAL, AS PROPRIETARY and/or CONFIDENTIAL SHALL NOT BE CONSIDERED.



**November 08, 2012 Follow-up question**

**4350000009**

***Page comment added by Paula Landers***

Question 1. In reference to answer to question 13, page 26 of 31 of Amendment 002

Question

When presenting confidential and/or proprietary information “separate and apart from its response,” which of the following should the offeror do:

1. Place the confidential and/or proprietary information in a sealed envelope in the section or subsection where the response is presented and required?
2. Gather all confidential and/or proprietary information contained within the response and place it in a sealed envelope at the end of the response behind Section E.9.9?

**Answer 1**

E.4.2. Prescribes how confidential/proprietary information must be submitted.

**Offerors are required to submit all confidential and/or proprietary information contained within the response and place it in a sealed envelope. *This information maybe place at the end of the proposal***

E.4.2 if an 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. PROPOSALS MARKED, IN TOTAL, AS PROPRIETARY and/or CONFIDENTIAL SHALL NOT BE CONSIDERED.

Question 2. In reference to answer to question 16, page 4 of 31 of Amendment 002

Question-

Please confirm/correct: The average number of packages shipped per the answer represents a weekly average number of shipments, so based upon this average, the annual average number of shipments is currently 80,184 (1,542 x 52), correct?

**Answer 3**

“Yes, that is correct”.



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