



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

Solicitation

1. Solicitation#: 5850000472

2. Solicitation Issue Date: April 29, 2015

3. Brief Description of Requirement:

The State of Oklahoma Office Of Management and Enterprise Services, Information Services Procurement, on behalf of the Oklahoma Department of Public Safety is seeking installation and ongoing maintenance for security and life safety systems from security systems integrator companies that have a current Oklahoma AMAG reseller agreement in place with AMAG to support, maintain, configure, design and expand DPS systems over the next five years. DPS is also seeking maintenance and support for existing systems and equipment. The successful vendor must be an authorized dealer of all equipment and software products sold to DPS.

OMES/IS Procurement will hold a **mandatory pre-bid conference** and **mandatory site visits**. All interested suppliers intending to respond to this RFP will be required to attend this meeting and participate in the mandatory site visits. Bids received from suppliers **who do not attend** this meeting **will be rejected**.

4. Response Due Date: June 9, 2015

Time: 3 p.m. CDT

5. Issued By and Return Sealed Bid To:

Personal or Common Carrier Deliver:

Office of Management & Enterprise Services  
3115 N. Lincoln Blvd. / Attention: Reception  
Oklahoma City, OK 73105

6. Contracting Officer:

Name: Hurtisine Franklin

Phone: 405-521-6419

Email: [Hurtisine.Franklin@omes.ok.gov](mailto:Hurtisine.Franklin@omes.ok.gov)

7. Solicitation Type: Request for Proposal

**Communications Concerning Solicitation**

*The contracting officer listed on the cover page of this solicitation is the only individual in which the offeror should be in contact with concerning any issues with this solicitation. Failure to comply with this requirement may result in the offeror response being considered non-responsive and not considered for further evaluation*



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

**Solicitation**

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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 acquired by purchase, lease purchase, lease with option to purchase, or rental pursuant to applicable state law.
- A.1.2.** "Addendum" means a written modification to a contract.
- A.1.3.** "Alteration" means a modification a bidder 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 restatement of or modification to a Contract Document executed by both parties.
- A.1.6.** "Bid" means an offer in the form of a bid, proposal or quote a bidder 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 "bidder" 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 software that is commercial off the shelf.
- A.1.10.** "Contract" means this document, as may be amended from time to time, which together with other Contract Documents, evidences the final agreement between the parties with respect to this statewide contract for the Products.
- A.1.11.** "Contract Document" means, when executed by all applicable parties, this Contract, Attachments to this Contract, any statement of work, work order, rider or similar document related hereto, any purchase order related hereto, other statutorily required or mutually agreed documents related hereto, and any Amendment to any of the foregoing.
- A.1.12.** "Contractor" means the Business Entity with whom the State enters into this contract.
- A.1.13.** "Close of business" means 5:00PM Central Time.
- A.1.14.** "Closing Date" is the date the RFP closes, also proposal opening date, and response due date,
- A.1.15.** "Interlocal Entity" means, with respect to any state other than Oklahoma, any authority, office, bureau, board, council, court, commission, department, district, institution, unit, division, body or house of any branch of such state government, any political subdivision of such state, and any organization related to any of the foregoing.
- A.1.16.** "Minor Deficiency" or "minor informality" means an immaterial defect in a response or variation in a bid from the exact requirements of a solicitation that may be correct or waived without prejudice to other bidders. A minor deficiency or informality does not affect the price, quantity, quality, delivery or conformance to specifications and is negligible in comparison to the total cost or scope of the acquisition.
- A.1.17.** "Offer" shall be synonymous with "bid", "proposal", "quote" or other similar term.
- A.1.18.** "Bidder" shall be synonymous with "vendor", "bidder", or other similar term.
- A.1.19.** "OMES" means the Office of Management and Enterprise Services for the State of Oklahoma.
- A.1.20.** "Procuring Agency" means the State of Oklahoma Agency initiating the procurement.
- A.1.21.** "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.1.22.** "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 Management and Enterprise Services - ISD.
- A.1.23.** "State Entity" means any authority, office, bureau, board, council, court, commission, department, district, institution, unit, division, body or house of any branch of the State government, any political subdivision of the State, and any organization related to any of the foregoing.
- A.1.24.** "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 and are used interchangeably.

- A.1.25. "Solicitation" means a request or invitation by the State Purchasing Director or a State agency for a bidder 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.1.26. "Utilities" means Vendor's reusable or pre-existing proprietary intellectual property that forms the basis for a customized or developed software deliverable for the State and which is specifically identified as such by the Vendor in writing prior to execution of this Contract.

## A.2. Offer Submission

- A.2.1. Submitted offers shall be in strict conformity with the instructions to bidder, and shall be submitted with a completed "Responding Bidder Information" OMES Form 076OSF, 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 bidder 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 004ISD, must be made out in the name of the bidder 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 consistent with the Oklahoma Central Purchasing Act, the Central Purchasing Rules, and subject to 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 a 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. Bidder should note that this solicitation reflects those changes in the existing operation to increase efficiencies and streamline business environment in the State of Oklahoma. **No** previous solicitations or resultant contracts should 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", OMES Form 011OSF (or other format as provided), is issued, then the bidder 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 bidder 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 bidder 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 Bidder certifies that the Vendor 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 or local department or agency;
  - A.5.1.2.** Have not within a three-year period preceding this Contract 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 foregoing offenses enumerated in this certification; and
  - A.5.1.4.** Have not within a three-year period preceding this Contract had one or more public (federal, state or local) contracts terminated for cause or default.
- A.5.2.** Where the Vendor is unable to certify to any of the statements in the certification above, Vendor shall attach an explanation to this offer.
- A.5.3.** The prospective primary participant and any subcontractor certifies to the best of their knowledge and belief, that they and their principals or participants:
  - A.5.3.1.** 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.5.3.2.** 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.5.3.3.** 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.6.3.1 of this certification; and
  - A.5.3.4.** 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.5.4.** 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**

- A.7.1.** Unless otherwise specified in the Oklahoma Open Records Act, Central Purchasing Act, or other applicable law, documents and information a bidder submits as part of or in connection with an offer are public records and subject to disclosure. Bidders 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. It is the sole discretion of the State CIO shall make the final decision as to whether the documentation or information is confidential pursuant to 74 O.S. §85.10.
- A.7.2.** If the CIO agrees the information is proprietary, ISD will maintain the information as Confidential. If the CIO does not acknowledge the information as proprietary, ISD will return or destroy the information with proper notice to the bidder and the evaluation will be completed without consideration of the information marked Proprietary.
- A.7.3.** PROPOSALS MARKED, IN TOTAL, AS PROPRIETARY and/or CONFIDENTIAL SHALL NOT BE CONSIDERED.

## **A.8. Oklahoma Open Records Act**

Proposals are subject to public disclosure in accordance with the Open Records Act. To the extent permitted by the Oklahoma Open Records Act, 51 O. S. (2001) § 24A.1-27, the bidders 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 except that information in the proposal determined to be confidential by the CIO shall continue to be considered confidential.

#### **A.9. 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.10. Legal Contract**

- A.10.1.** Submitted offers are rendered as a legal offer; and upon acceptance by the State, shall constitute a contract.
- A.10.2.** 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.10.3.** Any contract(s) awarded pursuant to the solicitation shall be legibly written or typed.
- A.10.4.** All transactions related to this solicitation, and any contract resulting therefrom, may be conducted by electronic means pursuant to the Oklahoma Uniform Electronic Transactions Act.

#### **A.11. Pricing**

- A.11.1.** Offers shall remain firm for a minimum of one-twenty (120) days from the solicitation closing date.
- A.11.2.** Bidders guarantee unit prices to be correct.
- A.11.3.** 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.11.4.** All costs incurred by the bidders for proposal preparation and participation in this competitive procurement shall be the sole responsibility of the bidders. The State of Oklahoma shall not reimburse any bidder for any such costs.

#### **A.12. Firm Fixed Price**

Unless the solicitation specifies otherwise, a bidder shall submit a firm, fixed price for the term of the contract.

#### **A.13. Pricing Requirements**

If bidder pricing does not meet requirements of a solicitation, the offer may be considered non-responsive.

#### **A.14. Manufacturers' Name and Approved Equivalent**

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. Bidder 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. Bidder 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 bidder shall explain in detail the reason(s) why the proposed equivalent will meet the specifications and considered not to be an exception thereto. Offers that do not comply with these requirements are subject to rejection.

#### **A.15. 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 bidder imposes terms or conditions that would modify requirements of the solicitation or limit the bidder'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.16. Award of Contract**

- A.16.1.** The State may award the contract to more than one bidder 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.16.2.** Contract awards shall be made to the lowest and best offer(s) unless the solicitation specifies that best value criteria is being used.

- A.16.3.** 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 DCS website at the following link: <https://www.ok.gov/dcs/vendors/index.php>.
- A.16.4.** 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.17. Contract Modification**

- A.17.1.** The contract issued resulting from 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.17.2.** 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 Management and Enterprise Services - ISD 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.18. Delivery, Inspection and Acceptance**

- A.18.1.** All deliveries shall be F.O.B. Destination. The Vendor shall prepay all packaging, handling, shipping and delivery charges and prices quoted shall include all such charges. Any Products delivered pursuant to this Contract shall be subject to final inspection and acceptance by the procuring entity at Destination and the procuring entity has no responsibility for the delivered Products prior to acceptance. Title and risk of loss or damage to all items shall be the responsibility of the Vendor until accepted. The Vendor shall be responsible for filing, processing, and collecting any and all damage claims accruing prior to acceptance. "Destination" shall mean delivered to the receiving dock or other point specified in the applicable purchase order.
- A.18.2.** Vendor shall be required to deliver Products as offered on or before the required date. Deviations, substitutions, or changes in the Products shall not be made unless expressly authorized in writing by the State or Interlocal Entity, as applicable.

#### **A.19. Invoicing and Payment**

- A.19.1.** Upon submission of an accurate and proper invoice, the invoice shall be paid in arrears after products have been delivered or services provided and in accordance with applicable law. Invoices shall contain the purchase order number, a description of the products delivered or services provided, and the dates of such delivery or provision of services.
- A.19.2.** State Acquisitions are exempt from sales taxes and federal excise taxes.

#### **A.20. Audit and Records Clause**

- A.20.1.** 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 Vendor agrees any pertinent state or federal agency shall have the right to examine and audit all records relevant to execution and performance of this Contract.
- A.20.2.** The Vendor is required to retain records relative to this Contract for the duration of this Contract and for a period of seven (7) years following completion and/or termination of this 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.21. Non-Appropriation Clause**

The terms of this Contract and any purchase order issued for multiple years under this Contract are contingent upon sufficient appropriations being made by the applicable state legislature, federal government or other appropriate government entity. Notwithstanding any language to the contrary in this Contract, or any other Contract Document, any State Entity or Interlocal Entity may terminate its obligations under this Contract if sufficient appropriations are not made by the Oklahoma Legislature, federal government or other appropriate governing entity to pay amounts due for multiple year agreements. The decision as to whether sufficient appropriations are available shall be accepted by, and be final and binding on, the Vendor.

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

- A.22.1.** Any claims, disputes or litigation relating to the Contract Documents, singularly or in the aggregate, or the execution, interpretation, performance, or enforcement thereof shall be governed by the laws of the State of Oklahoma, or in

the case of an Interlocal Entity, in the state in which the Interlocal Entity is located, without regard to application of choice of law principles.

- A.22.2.** Venue for any action, claim, dispute, or litigation relating in any way to the Contract Documents shall be in Oklahoma County, Oklahoma, or in the case of an Interlocal Entity, as agreed to between such Interlocal Entity and Vendor or as otherwise provided by applicable law.

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

- A.23.1.** The Vendor may terminate this Contract in whole or in part for default with both a thirty (30) day written request and upon written approval from the State. The State may terminate this Contract in whole or in part for default or any other just cause upon a thirty (30) day written notification to the Vendor.
- A.23.2.** The State may terminate this Contract immediately, in whole or in part, without a thirty (30) day written notice to the Vendor, when violations are found to be an impediment to the function of the State and detrimental to the cause of a procuring State Entity, when conditions preclude the thirty (30) day notice, or when the State determines that an administrative error occurred prior to Contract performance. Similarly, an Interlocal Entity may terminate its obligations to Vendor immediately upon any of the foregoing conditions in this subsection.
- A.23.3.** If this Contract or certain obligations hereunder are terminated, the State, State Entity or Interlocal Entity, as applicable, shall be liable only for payment for Products delivered and accepted and such termination shall not be an exclusive remedy but shall be in addition to any other rights and remedies provided for by law.

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

- A.24.1.** The State may terminate this Contract, in whole or in part, for convenience if the State Chief Information Officer determines that termination is in the State's best interest. The State shall terminate this Contract by delivering to the Vendor a notice of termination for convenience specifying the terms and effective date of termination. The Contract termination date shall be a minimum of sixty (60) days from the date the notice of termination is issued by the State. Similarly, an Interlocal Entity may terminate its obligations to Vendor upon a determination by the proper authority for such Interlocal Entity that termination is in the Interlocal Entity's best interest and notice of termination by such Interlocal Entity shall be provided in accordance with the foregoing requirements set forth in this subsection.
- A.24.2.** If this Contract or certain obligations hereunder are terminated pursuant to this section, the State, State Entity, or Interlocal Entity, as applicable, shall be liable only for Products delivered and accepted and such termination shall not be an exclusive remedy but shall be in addition to any other rights and remedies provided for by law.

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

The Vendor shall maintain and promptly provide proof to the State of the following insurance coverage, and any renewals, additions or changes thereto, as long as the Vendor has any obligation under a Contract Document:

- a) Worker's Compensation and Employer's Liability Insurance in accordance with applicable law.
- b) 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;
- c) 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 and with coverage, if applicable, for all owned vehicles, all non-owned vehicles, and all hired vehicles;
- d) Professional Errors and Omissions Insurance which shall include Consultant's Computer Errors and Omissions Coverage with limits not less than \$1,000,000 per claim and in the aggregate; and
- e) Additional coverage required by the State in writing in connection with a particular Acquisition.

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

This Contract does not create an employment relationship between the parties. Individuals performing services required by this Contract are not employees of the State, a State Entity or an Interlocal Entity and, accordingly, shall not be eligible for rights or benefits accruing to such employees including but not limited to health insurance benefits, workers' compensation insurance, paid vacation or other leave, or any other employee benefit.

### **A.27. Compliance with the Oklahoma Taxpayer And Citizen Protection Act Of 2007**

The Vendor certifies that it is registered and participates in the Status Verification System, available at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify), as required under applicable State law and is in compliance with applicable federal immigration laws and regulations. Vendor agrees that compliance with the certification set forth in this section shall be a continuing obligation.

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

- A.28.1.** In connection with its performance of obligations under the terms of this Contract, the Vendor shall comply with all applicable federal, state, and local laws, rules, regulations, ordinances and orders, as amended, including but not limited to the following:
- a) Drug-Free Workplace Act of 1988 and as implemented at 45 C.F.R. part 76, Subpart F;
  - b) Section 306 of the Clean Air Act, Section 508 of the Clean Water Act, Executive Order 11738, and Environmental Protection Agency Regulations which prohibit the use under nonexempt Federal contract, grant or loans of facilities included on the EPA List of Violating Facilities;
  - c) Prospective participant requirements set forth at 45 C.F.R. part 76 in connection with debarment, suspension and other responsibility matters;
  - d) 1964 Civil Rights Act, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 and Executive Orders 11246 and 11375;
  - e) Anti-Lobbying Law set forth at 31 U.S.C. §1325 and as implemented at 45 C.F.R. part 93;
  - f) Obtaining certified independent audits conducted in accordance with Government Auditing Standards and Office of Management and Budget Circular A-133 with approval and work paper examination rights of the applicable procuring entity; and
  - g) Be registered as a business entity licensed to do business in the State, have obtained a sales tax permit and be current on franchise tax payments to the State, as applicable.
- A.28.2.** The Vendor shall maintain all applicable licenses and permits required in association with its obligations hereunder.
- A.28.3.** The Vendor shall inform its employees or agents who perform services for the State under this Contract of the Vendor's obligations hereunder and shall require its employees or agents to comply accordingly. At the request of the State, the Vendor shall promptly provide adequate evidence that such persons are the employees or agents of the Vendor and have been informed of their obligations hereunder.

## **A.29. Gratuities**

The rights of Vendor under the terms of this Contract may be immediately terminated , in whole or in part, by written notice if it is determined that the Vendor, its employee, agent or another representative offered or gave a gratuity (e.g., an entertainment or gift) to any State or Interlocal Entity employee directly involved in this Contract. In addition, a Vendor determined to be guilty of such a violation may 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 in the Contract Document.
- A.31.4.** Except as otherwise set forth herein, where approval, acceptance, consent, or similar action by either party is required under this Contract, such action shall not be unreasonably delayed or withheld

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

At the sole discretion of the State, State Entity or Interlocal Entity, as applicable, employees of the Vendor and any subContractor of the Vendor may be subject to background checks. If background check information is requested, the Vendor must submit, or cause to be submitted, the required information in a timely manner and the Vendor's access to facilities, data and information may be withheld prior to completion of background verification acceptable to such State, State Entity or Interlocal Entity.

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

- A.33.1.** The Vendor shall maintain strict security of all State data and records entrusted to it or to which the Vendor gains access, in accordance with and subject to applicable federal and state laws, rules, regulations and policies and shall use any such data or records only as needed by Vendor for performance of its obligations hereunder. The Vendor further agrees to evidence such confidentiality obligation in a separate writing if required under such applicable federal or state laws, rules and regulations. If Vendor utilizes a permitted subContractor, Vendor shall obtain specific written assurance, and provide a copy to the State, that the subContractor shall maintain this same level of security of all data and records entrusted to or accessed by the subContractor and agree to the same obligations as Vendor, to the extent applicable. Such written assurance may be set forth in the required subContractor agreement referenced herein.
- A.33.2.** No State data or records shall be provided or the contents thereof disclosed to a third party unless specifically authorized to do so in writing by the State Chief Information Officer, the Director of a procuring State Entity or in compliance with a valid court order. The Vendor shall immediately forward to the State and the State Chief Information Officer any request by a third party for data or records in the possession of the Vendor or any subContractor or to which the Vendor or subContractor has access and Vendor shall fully cooperate with all efforts to protect the security and confidentiality of such data or records in response to a third party request.

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

At no time during the performance of this Contract shall the Vendor have the authority to obligate any other party hereto for payment of any goods or services over and above those set forth in this Contract. If the need arises for goods or services over and above the Products, Vendor shall cease the project and contact the appropriate procuring entity for written approval prior to proceeding.

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

Vendor shall comply with federal and state laws, rules and regulations related to information technology accessibility, as applicable, including but not limited to Oklahoma Information Technology Accessibility Standards ("Standards") set forth at [http://www.ok.gov/cio/documents/isd\\_itas.pdf](http://www.ok.gov/cio/documents/isd_itas.pdf) and Vendor shall provide a Voluntary Product Accessibility Template ("VPAT") describing such compliance, which may be provided via a URL linking to the VPAT. If the Products will require development or customization, additional requirements and documentation may be required and compliance shall be necessary by Vendor. Such requirements may be stated in appropriate documents including but not limited to state bids, request for proposals, statements of work, riders, agreements, purchase orders and Amendments. Accordingly, in each statement of work or similar document issued pursuant to this Contract, Vendor shall describe such compliance and identify, if and as applicable, (i) which exception to the Standards applies or (ii) a description of the tasks and estimated cost to make the proposed products and/or services compliant with applicable Standards.

All representations contained in the VPAT provided will be relied upon by the State for accessibility compliance purposes.

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

- A.36.1.** Without exception, the Products prices shall include all royalties or costs owed by the Vendor to any third party arising from the use of a patent or copyright.
- A.36.2.** If a third party claims that any portion of the Products provided by Vendor under the terms of this Contract infringes that party's patent or copyright, the Vendor shall defend the State against the claim at the Vendor's expense and pay all related costs, damages, and attorneys' fees incurred by, or assessed to, the State, provided the State (i) promptly notifies the Vendor in writing of the claim and (ii) to the extent authorized by the Attorney General of the State, allows the Vendor to control the defense and any related settlement negotiations. If the Attorney General of the State does

not authorize sole control of the defense and settlement negotiations to Vendor, Vendor shall be granted authorization to equally participate in any proceeding related to this section but Vendor shall remain responsible to indemnify the State for all associated costs, damages and fees incurred by or assessed to the State.

**A.36.3.** If such a claim is made or appears likely to be made, the Vendor shall enable the State to legally continue to use, or modify for use, the portion of Products at issue or replace such potential infringing Products with at least a functional non-infringing equivalent. If the Vendor determines that none of these alternatives is reasonably available, the State shall return such portion of the Products at issue to the Vendor, upon written request, in exchange for a refund of the price paid for such returned goods as well as a refund, if applicable, of other Products which are rendered materially unusable as intended due to removal of the portion of Products at issue.

**A.36.4.** Vendor has no obligation regarding a claim based on any of the following: (i) modification of a product by any party other than Vendor, its employee, agent, representative, permitted subContractor, or any State employee acting in conjunction with the Vendor; (ii) 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 Vendor as a system or (iv) infringement solely by a non-Vendor product that has not been provided to the State by, through or on behalf of the Vendor as opposed to its combination with products Vendor provides to or develops for the State as a system.

### **A.37. Assignment**

Vendor's obligations under a Contract Document may not be assigned or transferred to any other person or entity without the prior written consent of the State which may be withheld in its sole discretion. Ownership of Products purchased under the terms of this Contract and rights granted under the terms of this Contract may be assigned or transferred, at no additional cost, to other entities within the State.

### **A.38. 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.39. Paragraph Headings**

The headings used in this Contract are for convenience only and do not constitute part of the Contract.

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

Failure by the State, as applicable, at any time to enforce a provision of, or exercise a right under, any Contract Document shall not be construed as a waiver of any such provision. Such failure to enforce or exercise shall not affect the validity of any Contract Document, or any part thereof, or the right of the State to enforce any provision of, or exercise any right under, a Contract Document at any time in accordance with its terms. Likewise, a waiver of a breach of any provision in a Contract Document shall not affect or waive a subsequent breach of the same provision or a breach of any other provision in a Contract Document.

### **A.41. Conflict of Interest**

**A.41.1.** Vendor must provide immediate disclosure of any contractual relationship or any other relevant contact with any State personnel or another State Contractor or vendor involved in the development of a Vendor's response to any solicitation resulting in this Contract. Any conflict of interest shall, at the sole discretion of the State, be grounds for termination of project involvement.

**A.41.2.** In addition to any requirement of law or through a professional code of ethics or conduct, the Vendor and the Vendor's employees performing services for the State are required to disclose any outside activity or interest that conflicts or may conflict with the best interest of the State. Further, without prior written approval of the State, such employees shall not plan, prepare, or engage in any activity that conflicts or may conflict with the best interest of the State as long as the Vendor has an obligation under this Contract. Prompt disclosure is required under this section 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 or any other third-party individual or entity awarded a contract with the State.

### **A.42. Limitation of Liability**

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

### **A.43. Media Ownership (Disk Drive and/or Memory Chip Ownership)**

**A.43.1.** In accordance with the State of Oklahoma Information Security Policy, Procedures, Guidelines set forth online at <http://www.ok.gov/cio/documents/InfoSecPPG.pdf> ("Electronic Media Retention Requirements"), any disk drives and

memory cards purchased with or included for use in leased or purchased equipment under this Contract remain the property of the State.

- A.43.2.** 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 Entities or for the resale of refurbished equipment that has been in use by State Entities, by the Vendor to the general public or other entities. Electronic Media Retention Requirements shall also be applied to replacement devices and components, whether purchased or leased, the Vendor 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, the State shall have sole discretion, prior to removal, to determine and enforce sufficient safeguards (such as a record of hard drive serial numbers) to protect Personal Identification Information that may be stored within the hard drive or memory of the device.

#### **A.44. Offshore Services**

No offshore services are provided for under this Contract. State data shall not be used or accessed internationally, for troubleshooting or any other use not specifically provided for herein without prior written permission, which may be withheld in the State's sole discretion, from the appropriate authorized representative of the State.

#### **A.45. 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.46. 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.47. 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.48. High Technology System Performance and Upgrades**

- A.48.1.** If an Acquisition pursuant to the Contract includes a "high technology system" as defined under Oklahoma law, the Vendor shall provide documentation of the projected schedule of recommended or required system upgrades or improvements to such system for the three (3) year period following the target purchase date. If Vendor does not plan such system upgrades or improvements, the Vendor shall provide documentation that no system upgrades or improvements to the high technology system are planned for the three (3) year period following the target purchase date.
- A.48.2.** Any Acquisition pursuant to this Contract of an upgrade or enhancement to a high technology system shall be conditioned upon the Acquisition being provided at no charge to the State; the Acquisition being provided to the State at no additional charge pursuant to a previous agreement with the Vendor; the Vendor providing documentation that any required or recommended upgrade will enhance or is necessary for performance of the applicable State agency duties and responsibilities; or the Vendor providing documentation that it will no longer supply maintenance assistance to the applicable State agency and the applicable State agency documenting that the functions performed by the high technology system are necessary for performance of the State agency duties and responsibilities.

#### **A.49. 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.50. Ownership Rights**

- A.50.1.** Any software developed by the Vendor is for the sole and exclusive use of the State including but not limited to the right to use, reproduce, re-use, alter, modify, edit, or change the software as it sees fit and for any purpose. Moreover, except with regard to any deliverable based on the Vendor's Utilities, the State shall be deemed the sole and exclusive owner of all right, title, and interest therein, including but not limited to all source data, information and materials furnished to the State, together with all plans, system analysis, and design specifications and drawings, completed programs and documentation thereof, reports and listing, all data and test procedures and all other items pertaining to the work and services to be performed pursuant to this Contract including all copyright and proprietary rights relating thereto. With respect to Utilities, the Vendor grants the State, for no additional consideration, a perpetual, irrevocable, royalty-free license, solely for the internal business use of the State, to use, copy, modify, display, perform, transmit and prepare derivative works of Utilities embodied in or delivered to the State in conjunction with the Products.
- A.50.2.** Except for any Utilities, all work performed by the Vendor of developing, modifying or customizing software and any related supporting documentation shall be considered as Work for Hire (as defined under the U.S. copyright laws) and, as such, shall be owned by and for the benefit of State.
- A.50.3.** In the event that it should be determined that any portion of such software or related supporting documentation does not qualify as "Work Made for Hire", Vendor hereby irrevocably grants to the State, for no additional consideration, a non-exclusive, irrevocable, royalty-free license to use, copy, modify, display, perform, transmit and prepare derivative works of any such software and any Utilities embodied in or delivered to the State in conjunction with the Products.
- A.50.4.** Vendor shall assist the State and its agents, upon request, in preparing U.S. and foreign copyright, trademark, and/or patent applications covering software developed, modified or customized for the State. Vendor shall sign any such applications, upon request, and deliver them to the State. The State shall bear all expenses that incurred in connection with such copyright, trademark, and/or patent applications.
- A.50.5.** If any Acquisition pursuant to this Contract is funded wholly or in part with federal funds, the source code and all associated software and related documentation owned by the State may be shared with other publicly funded agencies at the discretion of the State without permission from or additional compensation to the Vendor.
- A.50.6.** 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.50.7.** 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.51. Source Code Escrow – Reference Title 62 O.S. § 34.31**

If required under applicable Oklahoma law relating to customized computer software developed or modified exclusively for a state agency, the Vendor shall have a continuing obligation to comply with such law and place the source code for such software and any modifications thereto into escrow with an independent third party escrow agent. Vendor shall pay all fees charged by the escrow agent and enter into an escrow agreement, the terms of which are subject to the prior written approval of the State, with the escrow agent including terms that provide the State receives ownership of all escrowed source code upon the occurrence of any of the following:

- a) A bona fide material default of the obligations of the Vendor under the agreement with the agency;
- b) An assignment by the Vendor for the benefit of its creditors;
- c) A failure by the Vendor to pay, or an admission by the Vendor of its inability to pay, its debts as they mature;
- d) The filing of a petition in bankruptcy by or against the Vendor when such petition is not dismissed within sixty (60) days of the filing date;
- e) The appointment of a receiver, liquidator or trustee appointed for any substantial part of the Vendor's property;
- f) The inability or unwillingness of the Vendor to provide the maintenance and support services in accordance with the agreement with the agency;
- g) The ceasing of a Vendor of maintenance and support of the software; or
- h) Such other condition as may be statutorily imposed by the future amendment or enactment of applicable Oklahoma law.

## **A.52. 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.53. Used or New Products**

Bidder shall offer new items of current design unless the solicitation specifies used, reconditioned, or remanufactured products are acceptable. Warranties in both cases should be the same.

### **A.54. Publicity**

The award of this Contract to Vendor is not in any way an endorsement by the State of Vendor or the Products and shall not be so construed by Vendor in any advertising or publicity materials. Vendor 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 as an endorsement. Vendor further agrees not to publish or use such advertising, sales promotion, or publicity matter or release any informational pamphlets, notices, press releases, research reports, or similar public notices concerning this Contract without obtaining the prior written approval of the State.

### **A.55. Mandatory and Non-Mandatory Terms**

**A.55.1.** 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 Bidder's Proposal.

**A.55.2.** 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.56. Non Tobacco – Smoke Free**

By order of the Governor's Executive Order 2012-01, effective August 06, 2012 the use of any tobacco product shall be prohibited on any and all properties owned, leased or contracted for use by the State of Oklahoma, including but not limited to all buildings, land and vehicles owned, leased or contracted for use by agencies or instrumentalities of the State of Oklahoma.

### **A.57. OMES/ISD / Agency Relationship**

Pursuant to the Oklahoma Information Technology Consolidation and Coordination Act (62 O.S. §§ 35.1 – 35.9), OMES/ISD is the entity designated to purchase information technology assets on behalf of the State of Oklahoma. The Act directs OMES/ISD to acquire necessary hardware and software, and directs OMES/ISD to authorize the use of these assets by other State agencies. OMES/ISD, as the owner of information technology assets, allows other State agencies to use these assets while retaining ownership and the right to reassign them upon written notification to the vendor.

### **A.58. Federal Terms and Conditions**

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

#### **A.58.1. 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.58.2. 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.58.3. 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.58.4. 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.59. Acceptance of Request for Proposal Content**

Unless otherwise provided in Section One of the Vendor's response to this Request for Proposal, all Offers shall be firm representations

that the responding Vendor has carefully investigated and will comply with all terms and conditions contained in this Request for Proposal. Upon award of any contract to the Successful Vendor, the contents of this Request for Proposal, as may be amended by the Vendor's response in Section One, shall become contractual obligations between the parties. Failure to provide all proposed amendments to the terms and conditions contained in this Request for Proposal in Section One of the Contractor's response may cause the bid to be rejected from consideration for award.

**A.60. 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, bidder, or bidder that has been awarded a contract by the State.
- B.1.2.** AMAG- AMAG Technology is the Symmetry™ Access Control and Integrated Security Management System.
- B.1.3.** AMAG Host Computer System w/ an external backup disk.- A Robust Computer Server and client software supplied by the vendor which provides the AMAG access control and Photo-ID System.
- B.1.4.** AMAG Client Software- Vendor supplied software installed by the vendor on a DPS provided PC used to control the AMAG software.
- B.1.5.** AMAG Controlled Doors includes all the following:
  - a) AMAG Controllers
  - b) Power Supplies
  - c) Network Interface Cards
  - d) UPS
  - e) Power Strips
  - f) Card Reader = G42Tec 37-bit HID Prox Card Format
  - g) Magnetic Locks - Rofu 8011C
  - h) Door Strike Locks
  - i) Request to Exit Buttons
  - j) Motion Detectors
  - k) SDC Push to Exit Crash Bars
  - l) All Interconnecting cables, connectors and door trim
  - m) Remote and hardwired door unlock switches
  - n) Monitor Point(s) sensors, cables and connectors
  - o) Auxiliary Outputs
- B.1.6.** Component- one part of a whole thing.
- B.1.7.** Fike Fire Alarm Systems- The brand of DPS's Fire Alarm System
- B.1.8.** HID - Hughes Identification Devices, a manufacturer of proximity readers and access cards fuse on access control systems.
- B.1.9.** ISMS- Integrated Security Management System which includes Access Control, Photo-ID, Video Camera and Fire Alarm Systems.
- B.1.10.** ISO - International Organization for Standardization.
- B.1.11.** Location - Location is the particular place at a Site which contains the Video Camera Systems, Access Control Systems and Fire Alarm Systems. A Site may have multiple Locations.
- B.1.12.** PC- Personal Computer.
- B.1.13.** Proximity access cards and tags- Access credentials that promote the technology of hands-free operation within a specified reading range measured in inches.
- B.1.14.** PVC Card Material- Refers to the length and width dimensions of 3.375 inches in length and 2.125 inches in height with a radius on the corners of .125 inches. The .031 refers to the thickness of the card. PVC (polyvinyl Chloride) refers to the material in which the card is produced. Graphics Quality is a standard referring to a smooth polished surface on the card that is free of debris, pits and voids; and containers holding the cards are shrink-wrapped to keep dust and debris from collecting on the cards after production.
- B.1.15.** Server- A computer on a network that is dedicated to a particular purpose and which stores information and performs the critical functions for that purpose.
- B.1.16.** Site- Site means a particular designated DPS facility, such as a Troop headquarters, examination station, etc. A Site may have multiple Locations containing Components.

- B.1.17.** SQL- Structure Query Language - SQL is a standard interactive and programming language for getting information from and updating a database
- B.1.18.** System- A group of independent but interrelated elements comprising a unified whole.
- B.1.19.** Video Surveillance Systems
  - Bosch - Digital Video Recorder(s) - DVR
    - a) Bosch Video Client
    - b) Command Center Software
    - c) Kalatel Joystick Controller in OLETS Network Center
    - d) All Interconnecting cables and connectors
    - e) PTZ Cameras
    - f) Fixed Cameras
- B.1.20.** OnSSI- OnSSI Total System installed at the Governor's Mansion including security systems hardware and software.
- B.1.21.** OnSSI - On-Net Surveillance Systems, Inc.
- B.1.22.** Onsite Configuration Support- Trained Vendor personnel to provide experienced onsite configuration support as needed and requested by DPS.
- B.1.23.** Photo-ID System and Badge Designs- A PC workstation using AMAG client software to print ID's on PVC cards using non access and our access cards HID brand ISO Prox II cards on a Fargo HDP 5000 printer using AMAG custom ID designs.

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

- B.2.1.** 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 Six (6) options to renew, each for duration of one (1) year.
- B.2.2.** After the initial term of one year, the Agreement may be renewed annually upon mutual written consent of the parties. Prior to each renewal, the State will review the terms and conditions to determine validity with current state statutes and rules. If required prior to renewal, the State will work with the Contractor to incorporate any required changes to this agreement.
- 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.2.5.** Term Extensions – The State CIO reserves the right to extend any contract awarded if it is determined to be in the best interest of the State.

## **B.3. Obligations of Permitted Subcontractor**

- B.3.1.** If the Vendor is permitted to utilize subcontractors in support of this Contract, the Vendor shall remain solely responsible for its obligations under the terms of this Contract and for its actions and omissions and those of its agents, employees and subcontractors. Any proposed subcontractor shall be identified by entity name and by employee name in the applicable proposal and shall include the nature of the services to be performed. Prior to a subcontractor being utilized by the Vendor in connection with provision of the Products, the Vendor shall obtain written approval of the State of such subcontractor and each employee of such subcontractor proposed for use by the Vendor. Such approval is within the sole discretion of the State. As part of the approval request, the Vendor shall provide a copy of a written agreement executed by the Vendor and subcontractor setting forth that such subcontractor is bound by and agrees to perform the same covenants and be subject to the same conditions, and make identical certifications to the same facts and criteria, as the Vendor under the terms of all applicable Contract Documents. Vendor agrees that maintaining such agreement with any subcontractor and obtaining prior approval by the State of any subcontractor and associated employees shall be a continuing obligation. The State further reserves the right to revoke approval of a subcontractor or an employee thereof in instances of poor performance, misconduct or for other similar reasons.

**B.3.2.** All payments for Products shall be made directly to the Vendor. No payments shall be made to the Vendor for any services performed pursuant to this Contract by unapproved or disapproved employees of the Vendor or a subcontractor.

#### **B.4. Warrants**

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

#### **B.6. Delivery- Acceptance and Testing**

All products and services are subject to inspection and testing by the DPS and any that do not meet or exceed the specifications may be rejected.

The DPS shall be given up to ninety (90) days from the final completion of the installation (if installed by the Contractor) or up to ninety (90) days after delivery if the DPS installs (using the Contractor's installation documentation or with the Contractor working on-site with DPS staff) to test, evaluate, and accept the materials, software, and services (collectively, the deliverables) delivered or furnished under this contract.

If the Contractor's product or services fail to meet the specifications, then the same may be rejected and returned to the Contractor with a letter stating the reasons for non-acceptance. Such rejection will exempt the DPS from all related costs incurred by the Contractor. The Contractor shall be given thirty (30) days to cure the nonconforming products or services and re-submit the deliverable(s) to the DPS, with a letter explaining the corrections made, for inspection, re-testing, and re-evaluation. The DPS shall be given thirty (30) days to inspect, re-test, and re-evaluate the deliverable(s), and to issue a written notice of acceptance or rejection of the deliverables. If the deliverables submitted fail to pass acceptance within ninety (90) days, the DPS may, at its sole discretion, continue with the Contractor or terminate the agreement.

Deliverables must be accepted in writing by the DPS before title shall pass to the DPS or payment shall be authorized. However, acceptance by the DPS following testing and evaluation shall not be conclusive that the deliverable(s) conform in all respects to the specifications. In the event that the DPS discovers nonconformance after acceptance, whether due to a latent defect or otherwise, the Contractor shall take whatever corrective action as necessary so that the deliverable(s) conform to the specifications, including but not limited to, modification or replacement of non-conforming products or services. Contractor warrants that, upon receipt of written notice by the DPS of a latent defect in design, material, or workmanship, or a latent nonconformity of the software or services to the specifications, which would have constituted a basis for rejection if discovered prior to acceptance, it will repair or replace or otherwise correct the defect to the level of performance specified in this solicitation.

## C. SOLICITATION SPECIFICATIONS

### C.1. Overview

The State of Oklahoma Office Of Management and Enterprise Services (OMES)/ISD Procurement on behalf of the Oklahoma Department of Public Safety (DPS) is seeking installation and ongoing maintenance for SECURITY AND LIFE SAFETY SYSTEMS, from security **systems integrator companies that have a current Oklahoma AMAG reseller agreement in place with AMAG to support, maintain, configure, design and expand DPS systems over the next 5 years.** DPS is also seeking Maintenance and Support for existing Systems and Equipment. The successful vendor must be an authorized dealer of all equipment and software products sold to DPS

**OMES/IS Procurement will hold a Mandatory Pre-Bid Conference and Mandatory Site visits all interested suppliers intending to respond to RFP # will be required to attend this meeting and participate in the mandatory site visits. Attendance is mandatory. Bids received from suppliers who do not attend this meeting will be rejected.**

**Mandatory site visits: DPS Headquarters, DPS Training Center and the Governor's Mansion**

**Mandatory Pre-bid Conference & Site visits Date: May 19, 2015**

**Time: 9 am to 1 pm CST (Site visits will take place immediately after the pre-bid conference)**

**Location: OMES/ IS Bldg. 3115 N. Lincoln Blvd. Conference Rm 2024**

- a) **Bidders must complete the attached Intent to Participate Form** and return via e-mail to the Contracting Officer named herein.
- b) Intent to Participate Form is due no later than **Tuesday May 12, 2015-3 pm CST.**
- c) To facilitate questions and answers concerning the solicitation, Bidders may submit questions prior to the conference.
- d) Pre Bid Conference questions must be submitted to <https://wiki.ok.gov/display/itprocurement/5850000472> no later than **Tuesday May 12, 2015- 3 pm CST**
- e) Questions should be labeled and identified as **Pre-Bid Conference- Questions.**
- f) The responses to questions submitted prior to the pre-bid conference will be posted on the OMES website as an Amendment
- g) Questions asked during the pre-bid conference, must be submitted in writing, responses will be posted to the website in the form of an amendment.
- h) Failure to submit pre-bid conference questions in writing will be regarded as informal exchanges and will not become a part of the record.

### C.2. Background

The Department of Public Safety (DPS) has expanded our Integrated Security Management System (ISMS) for access control here in Oklahoma City from 4 readers in 1 location in 1998 to 282 readers, 89 monitor points and 7 auxiliary outputs in 34 statewide locations as of today.

The SMS was installed using AMAG Access Control System platform with Photo-ID Badging System with multiple custom card designs being utilized. The system has now grown to include Bosch (DVR's) and (OnSSI) Video Surveillance Systems at the Governor's Mansion and the Command 1 Bus as well as Fike Fire Alarm Systems with central reporting and monitoring over the network into the (OLETS) Network Center.

Because of the evolving nature of these Systems, there are continuing need for comprehensive maintenance, upgrades, replacement of components, and acquisitions of the systems to new locations, including the acquisitions of required hardware and software to support such maintenance, upgrades and acquisitions. DPS also expects to implement a visitor management system in the very near future.

For informational purposes, please see the following attachments: **Attachment A** - Datasheet | Access Control | Enterprise v8, **Attachment B** - Symmetry System Requirements - Symmetry v8.0.1 and **Attachment C**- Equipment Locations

### C.3. DPS Security Requirements

The successful Contractor is required to submit information on employees, to include name, date of birth, and social security number, who will be working on or off site on the project for the purposes of security screening. Security screening includes state and national criminal record checks by fingerprint identification and complete driving record checks. DPS reserves the right to exclude, at any time throughout the term of the Contract, any Contractor employee(s) who fail to pass the security screening process. Any and all costs for this process will be the responsibility of Vendor.

## C.4. Specifications/Requirements

Mandatory requirements are the minimum capabilities, features, and/or technical standards that must be met by the proposed solution to be determined responsive. The Bidder shall clearly state their ability to meet the Minimum System (technical) requirements and will state how the requirements will be met, what assurances of success the proposed approach will provide.

Bidder shall provide a brief narrative describing installation, configuration and service requirements and the proposed method to meet the requirements of this RFP.

### C.4.1. AMAG System Upgrade

See Attachments A and B, provided by AMAG for information on Datasheet | Access Control | Enterprise v8 and Symmetry System Requirements - Symmetry v8.0.1

- C.4.1.1.** The current Symmetry Enterprise V6.2 software must be upgraded to current Symmetry Enterprise V8.0.1. All servers and client workstations must be evaluated by the vendor to ensure they meet the minimum requirements for the new software. This will include the version of Microsoft SQL and Operating systems.
- C.4.1.2.** Bidder shall **submit a comprehensive plan for upgrading DPS' current AMAG system**. The successful Contractor shall complete in six (6) months or less from the start date of the upgrade as stated in the submitted plan.
- C.4.1.3.** The successful Contractor will supply all hardware, software, licenses and labor expertise necessary to complete the server upgrade. The vendor shall ensure the server upgrade will occur without any loss of employee photos, signatures, assigned access and photo-id card designs. The client workstations will be provided by DPS.
- C.4.1.4. Onsite Configuration Support** – Vendor will provide **Trained Vendor Personnel** to provide experienced onsite configuration support as needed and requested by DPS.
- C.4.1.5.** All projects must be initiated on or before 14 days after the project's DPS Purchase Order is issued, and must be fully completed by vendor and be ready for acceptance by DPS on or before 60 days after said purchase order is issued.

### C.4.2. New Installed Equipment and Systems Maintenance

- C.4.2.1.** The first year of warranted maintenance (usually manufacturer's warranty maintenance) is to include all new parts, labor and onsite configuration expertise support, for 24 hours a day 7 days a week 365 days a year coverage. There shall be no charges for mileage, travel time or time at site. All service calls placed for repair service or onsite configuration expertise support, will be at no additional cost to DPS, regardless of the repair action or configuration changes made by the service personnel, even if there is no trouble found.
- C.4.2.2.** The option renewal year (1) one through optional renewal year (6) six year maintenance includes all new software, equipment, parts, labor and onsite configuration expertise support, shall be performed from 8a.m. to 5p.m. Monday through Fridays, except state announced holidays, and except for emergencies announced by DPS, and then said maintenance coverage shall require maintenance for 24 hours a day 7 days a week 365 days a year coverage. There shall be no charges for mileage, travel time or time at site. All service calls placed for repair service or onsite configuration expertise support, will be at no additional cost to DPS, regardless of the repair action or configuration changes made by the service personnel, even if there is no trouble found.
- C.4.2.3.** One year after the purchase of any additional equipment, features, functions and software, there will be an additional charge to DPS for extended maintenance on DPS's purchase of any such additional features, functions, software and equipment which will be added to the total maintenance cost for years 2 - 6 after the item's purchase, if DPS selects any of said additional features, functions, software or equipment.

### C.4.3. Future Systems Acquisitions

- C.4.3.1.** The successful Contractor shall assist DPS in Strategic Systems Design to leverage existing equipment that DPS has purchased as we move forward with new equipment and software releases in the future.
- C.4.3.2.** The successful Contractor will provide timely quotes, detailed scopes of work, itemized quotes as well as indicating the percent off the manufacturer's suggested retail price (MSRP) pricing for all equipment and software sold to DPS.

- C.4.3.3.** Percent discounts on equipment, software and parts for future acquisitions projects shall be based on the most current published suppliers' catalogs.
- C.4.3.4.** All electrical equipment and parts provided hereunder shall be UL listed.
- C.4.3.5.** The successful Contractor shall provide complete turnkey components at each location, including the cost of shipping, installation of all electrical cables, interconnecting cables, connectors, all software and hardware components, all training, documentation, configuration expertise support and programming which will provide a complete system ready for use by DPS.
- C.4.3.6.** The successful Contract shall provide additional on-site training for DPS personnel and system administrator with documentation which will address at a minimum the operation, configuration and diagnostic trouble shooting of all equipment and software sold to DPS. Vendor agrees to provide additional training at its facility at no cost to DPS.
- C.4.3.7.** All equipment shall be installed per manufacturer's specifications and compatible with existing building door/frame assemblies. Cabling or wiring above ceiling shall be fastened to side walls. Card readers and emergency release buttons shall be concealed in door framing or walls. All Controller Panels should be plugged into a vendor supplied UPS.

**C.4.4.** Current and Future Systems Maintenance and Support

- C.4.4.1.** The successful Contractor shall maintain an Oklahoma City metro area storefront office building during the entire length of the contract and be an authorized AMAG dealer with a current Oklahoma AMAG reseller agreement in place with AMAG.
- C.4.4.2.** All parts shall be new and immediately available to the technician for repair service. Technicians shall keep reasonable stock pile of commonly failing parts, cables and connectors on their truck for immediate repairs especially when traveling outside the Oklahoma City Metro area.
- C.4.4.3.** The successful Contractor will fix, repair and or replace any equipment, software or component that has failed or no longer serviceable with items that meet or exceed all the functions and capabilities of the original item. If any particular item is no longer serviceable or parts are no longer available, the vendor will replace those items at no additional cost to DPS.
- C.4.4.4.** The successful Contractor shall maintain a local Oklahoma City metro area inventory of parts for immediate repair actions, this will eliminate the waiting on parts issues.
- C.4.4.5.** The successful Contractor will provide a maximum response time of four (4) hours within the Oklahoma City Metro area according to the Oklahoma City Chamber of Commerce, and eight (8) hours in areas outside of the Oklahoma City Metro until trained Vendor personnel are onsite.
- C.4.4.6.** The successful Contractor shall maintain a help desk for taking trouble calls and be reachable 24/7 by phone. The vendor shall maintain a log of all reported problems including what the problem is and notify DPS how the problem was resolved.
- C.4.4.7.** While some equipment supplied by the vendor may be unique and proprietary, the bulk must be commonly available to integrate into current system allowing for replacement of other brands and services by a company not restricted to service a particular brand or manufacturers equipment.
- C.4.4.8.** The successful Contractor shall be required to visit each site at least once a year for preventative maintenance purposes. Vendor will check the entire system and make the necessary adjustments or repairs needed. Vendor may perform preventative maintenance in conjunction with a service call.
- C.4.4.9.** It is the successful Contractor's responsibility to have immediately available all necessary test equipment, tools and ladders to perform their duties.

**C.4.5.** Inventory Management

All inventory items such as AMAG access control system and Photo-ID, fire alarm and video systems inventory records scanned or entered into the Building Reports Software shall become the property of DPS. DPS shall have a Building Reports software license and administrative user capabilities.

- C.4.5.1.** The successful Contractor will maintain an accurate inventory utilizing an online secure web based inventory management system
- C.4.5.2.** The successful Contractor shall establish and maintain an online inventory using a secure web based inventory management system. The DPS inventory is currently maintained using Building Reports Software. Bidder may propose a comparable software, however any proposed software must be accepted and approved by DPS.

**C.4.5.3.** The successful Contractor shall immediately conduct an initial inventory audit to ensure all equipment and software are properly identified, then annually provide a printed inventory separated by location. All technicians will continuously update the inventory following a service call.

**C.4.6. Currently Installed Equipment Systems Maintenance and Support Requirements**

DPS is also seeking Maintenance and Support for existing Systems and Equipment. All equipment and software shall be maintained over the next five (5) years. The maintenance service includes all software, equipment, parts, labor and onsite configuration expertise support.

Maintenance and Support shall:

- a) Be performed from 8a.m. to 5p.m. Monday through Fridays, except state announced holidays, and except for emergencies
- b) Maintenance coverage shall require maintenance for 24 hours a day 7 days a week 365 days a year coverage.
- c) All service calls placed for repair service or onsite configuration expertise support, will be at no additional cost to DPS, regardless of the repair action or configuration changes made by the service personnel, even if there is no trouble found.

**DPS currently has the following equipment installed. (For informational purposes)**

AMAG Host Computer Servers -2

AMAG Clients -9

**Location** - DPS headquarters & Governor's Mansion

Photo-ID Badging System with Fargo Model 5000 Printer -1

Custom Designed Badges - 62

DPS Access Controlled Doors - 280

Monitor Points - 81

Auxiliary Outputs - 7

Governor's Mansion Access Controlled Doors - 2

Monitor Points - 8

Bosch Video System DVR's -10

Video Systems Fixed Cameras -73

Video Systems PTZ Cameras - 11

OnSSI Video System Servers -2

**Location:** Governor's Mansion & Command -1

OnSSI Video System Cameras - 46

**Location:** Governor's Mansion & Command -1

Fike Fire Alarm Systems with real time monitoring - 4

**Location:**

DPS Training Center - OKC, OK

Troop K - Perry, OK

I-240 Licensing Center - OKC, OK

DPS HQ - OKC, OK

## **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. The clarification shall not alter or supplement the proposal.

### **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 bidder’s offer may be subject to negotiations and subsequent revision. As part of the negotiations, the bidder 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**

- D.4.1.** VPAT - Note: Accessibility is required to be a part of the selection criteria.
- D.4.2.** Upgrade Plan
- D.4.3.** References
- D.4.4.** Number Certified Technicians
- D.4.5.** Technician years of Experience
- D.4.6.** 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.

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 BIDDER**

### **E.1. Introduction**

Prospective Contractors are urged to read this solicitation carefully. Failure to do so shall be at the bidder'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 bidder 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 bidder'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 bidder respond in a complete, but concise manner. It is the bidder's sole responsibility to submit information in the offer as requested by the solicitation. The bidder's failure to submit required information may cause its offer to be rejected. However, unnecessary information should be excluded from the bidder's offer.
- E.3.2.** Copies: Proposal should be paginated and indexed in alpha order with reference to RFP sections. Proposal must include an original hardcopy, and **Three (3) duplicate copies for Four (4) hardcopy documents**. The documents' front pages should indicate original or copy.
- E.3.3.** The bidder should include a "machine readable" version, preferably in Microsoft WORD format, on CD or DVD, of the bidder's offer. One original, plus one (1) copies for two (2) electronic documents, one electronic version should be indicated as the original.

### **E.4. Proprietary and/or Confidential**

- E.4.1.** Bidders 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 CIO shall make the final decision as to whether the documentation or information is confidential pursuant to 74 O.S. §85.10.
- E.4.2.** If a bidder believes particular information requested by the RFP for evaluation purposes is proprietary, the bidder 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 bidder 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.**

### **E.5. Oklahoma Open Records Act**

Proposals are subject to public disclosure in accordance with the Open Records Act and will not be considered confidential except as determined by the Oklahoma Chief Information Officer in his sole discretion.

### **E.6. Communications Concerning Solicitation**

The contracting officer listed on the cover page of this solicitation is the only individual in which the bidder should be in contact with concerning any issues with this solicitation. Failure to comply with this requirement may result in the bidder response being considered non-responsive and not considered for further evaluation.

### **E.7. Administrative Review**

- E.7.1.** Bidders who believe solicitation requirements or specifications are unnecessarily restrictive or limit competition may submit a request for administrative review, in writing, to the procurement specialist listed herein. To be considered a request for review must be received no later than 3:00 P.M. Central Time on **May 22, 2015**. 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 this 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.8. General Solicitation Questions**

Bidder may submit general questions concerning the specifications of the solicitation. All questions and answers regarding this RFP shall be posted to the IT procurement wiki at:

<https://wiki.ok.gov/display/itprocurement/5850000472>

- E.8.1.** Questions received via any other means will not be addressed. If your firm is not currently registered with the State of Oklahoma with wiki access, you may go to the link below to request access.

<https://wiki.ok.gov/display/itprocurement/Home>

- E.8.2.** In order to guarantee that your access is created prior to closing date for submitting questions for a solicitation, please request access at least 5 business days prior to the closing date for questions. The State of Oklahoma cannot be responsible for a vendor's lack of access if the request is not made within this timeline.

- E.8.3.** When posing questions, every effort should be made to:

- a) be concise
- b) include section references, when possible
- c) do not use tables or special formatting, use simple lists

- E.8.4.** These questions shall be answered directly on the wiki and in the form of an amendment, posted on the OMES website, and linked on the wiki. Bidders are advised that any questions received after **May 29, 2015** shall not be answered.

## **E.9. Electronic Funds Transfer (EFT)**

The State of Oklahoma passed legislation in 2012 requiring funds disbursed from the State Treasury be sent electronically.

If awarded a contract will your company accept payment for invoices from the State by EFT?

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

## **E.10. Deliverables**

Responses should be bond, tabbed by section, and clearly marked as Original or Copy.

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.10.1.** Section One – Introduction

- a) Letter of Introduction
- b) Completed "Responding Bidder Information" OSF Form 076ISD.
- c) Completed "Certification for Competitive Bid and Contract" OSF Form 004ISD.
- d) Signed Amendment(s), if any.
- e) Any exceptions to solicitation terms and conditions.

- E.10.2.** Section Two – References

References provided must contain a contact person with full contact information (i.e., current employer, telephone number, mailing address, e-mail address, and fax number). The requirements below shall be effective at all times throughout the initial and renewal periods of the contract. Technicians assigned to DPS shall be factory trained and certified on the equipment and software to be serviced. The successful contractor shall maintain a minimum of four (4) AMAG Certified technicians on staff with each technician having at least 1 year of experience working in the field on security systems.

- 1) Bidder shall submit the name and attach the certification certificate of all certified technicians with the bid proposal.
- 2) Vendor shall submit a resume for each technician and the number of years of experience the technician has working on access control, photo-id badging, fire alarm, and video systems.

**E.10.3. Section Three – Company Information**

Bidder must provide detailed information on its company,

- a) Including principals involved,
- b) Number of employees, location,
- c) Years in existence,
- d) A statement of financial stability, and
- e) Any litigation or pending litigation for the past five years, or a statement indicating there is no litigation.

Bidder shall provide their Company's references similar in nature and scope of this acquisition. References must contain:

- 1) A contact person with full contact information (i.e., current employer, telephone number, mailing address, e-mail address, and fax number).
- 2) Name of Business where services were performed
- 3) Brief description of the contract and its relevance to this acquisition,
- 4) Total contract value,
- 5) Period of performance

**E.10.4. Section Four – Response to Requirements**

- a) Provide detailed response to specifications/requirements outlined in Section C and E.
- b) Upgrade Plan
- c) Technician Resumes'

**E.10.5. Section Five – EITA Compliance (Delete entire section if not required) (If required and not a Statewide use the paragraph below.**

Bidder shall 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.

Bidder must complete the attached VPAT & Accessibility -OMES form 053also attached is the VPAT Instructions Template.

**E.10.6. Section Six – Bidder Agreements**

Bidder shall provide any required software licenses, maintenance, or service agreements.

Note: Any software licensing, maintenance, or service agreements the bidder requires, should they be the successful Contractor, not submitted with Contractor's original offer shall not be considered

**E.10.7. Pricing**

All information relating to costs are to be sent in a separate binder/envelope, clearly marked as "Price."

**E.11. Awardee Financial Status**

Prior to award the state may chose to request information from the proposed awardee 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). 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.

**E.12. 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. PRICE AND COST**

The response to this section shall be submitted in a separate sealed envelope, which shall be identified in accordance with General Provision A.2.2. Offerors Pricing shall be submitted in a separate sealed envelope as outlined Section E.10.7

### **F.1. Security & Life Safety Systems Cost/Pricing**

Bidder shall complete proposed cost as prescribed in - Attachment D- General Pricing

DPS reserves the right to elect to no longer carry any certain item of equipment or software on this extended maintenance program and to have the monthly charge adjusted.

### **F.2. Comprehensive Maintenance**

Vendor is responsible for any and all costs for all equipment, software, components, and labor which will provide bumper to bumper coverage for all DPS systems.

### **F.3. Maintenance Service**

Maintenance Service any and all costs, equipment, parts, software, licenses, expenses, time & labor associated with the repair and maintenance of the Component and System over the agreed term, and includes the replacement of defective or non-performing parts or equipment or software with new parts, equipment and software

## **G. CHECKLIST**

Responding Bidder Information (OMES/ISD Procurement – Form 076)

- G.1. Certification for Competitive Bid and Contract (OMES/ISD Procurement – Form 004)
- G.2. Workman's Comp Insurance Certification
- G.3. Vendor/Payee Form or W-8BEN (as required)
- G.4. References (Section
- G.5. Company Information
- G.6. Upgrade Plan
- G.7. References
- G.8. Resumes'
- G.9. VPAT (Section (E.9.7)
- G.10. Cost-Attachment D (Section F-)



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

**Responding Bidder Information**

*"Certification for Competitive Bid and Contract" **MUST** be submitted along with the response to the Solicitation.*

1. **RE: Solicitation #** \_\_\_\_\_

2. **Bidder General Information:**

FEI / SSN: \_\_\_\_\_ VEN ID (if unknown, leave it blank): \_\_\_\_\_

Company Name: \_\_\_\_\_

3. **Bidder Contact Information:**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ FAX#: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

4. **Oklahoma Sales Tax Permit<sup>1</sup>:**

YES – Permit #: \_\_\_\_\_

NO - Exempt pursuant to Oklahoma Laws or Rules

5. **Registration with the Oklahoma Secretary of State:**

YES – Filing Number: \_\_\_\_\_

NO - Prior to the contract award, the successful bidder will be required to register with the Secretary of State or must attach a signed statement that provides specific details supporting the exemption the supplier is claiming ([www.sos.ok.gov](http://www.sos.ok.gov) or 405-521-3911).

6. **Workers' Compensation Insurance Coverage:**

Bidder is required to provide with the bid a certificate of insurance showing proof of compliance with the Oklahoma Workers' Compensation Act.

YES – include a certificate of insurance with the bid

NO – attach a signed statement that provides specific details supporting the exemption you are claiming from the Workers' Compensation Act (Note: Pursuant to Attorney General Opinion #07-8, the exemption from 85 O.S. 2001, § 2.6 applies only to employers who are natural persons, such as sole proprietors, and does not apply to employers who are entities created by law, including but not limited to corporations, partnerships and limited liability companies.)<sup>2</sup>

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

<sup>1</sup> For frequently asked questions concerning Oklahoma Sales Tax Permit, see <http://www.tax.ok.gov/faq/faqbussales.html>

<sup>2</sup> For frequently asked questions concerning Workers' Compensation Insurance, see

[http://www.ok.gov/oid/Consumers/Workers'\\_Compensation/index.html](http://www.ok.gov/oid/Consumers/Workers'_Compensation/index.html)



**State of Oklahoma  
Office of Management and Enterprise Services  
Central Purchasing Division**

**Certification for Competitive  
Bid and/or Contract  
(Non-Collusion Certification)**

**NOTE:** A certification shall be included with any competitive bid and/or contract exceeding \$5,000.00 submitted to the State for goods or services.

Solicitation or Purchase Order #: \_\_\_\_\_

Supplier Legal Name: \_\_\_\_\_

**SECTION I [74 O.S. § 85.22]:**

A. For purposes of competitive bid,

1. I am the duly authorized agent of the above named bidder submitting the competitive bid herewith, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to said bid;
2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and
3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party:
  - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
  - b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
  - c. in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract, nor
  - d. to any collusion with any state agency or political subdivision official or employee as to create a sole-source acquisition in contradiction to Section 85.45j.1 of this title.

B. I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this contract herein.

**SECTION II [74 O.S. § 85.42]:**

For the purpose of a contract for services, the supplier also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the supplier to fulfill any of the services provided for under said contract.

The undersigned, duly authorized agent for the above named supplier, by signing below acknowledges this certification statement is executed for the purposes of:

the competitive bid attached herewith and contract, if awarded to said supplier;

**OR**

the contract attached herewith, which was not competitively bid and awarded by the agency pursuant to applicable Oklahoma statutes.

\_\_\_\_\_  
Supplier Authorized Signature

\_\_\_\_\_  
Certified This Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Fax Number



The Voluntary Product Accessibility Template is a tool to assist in making preliminary assessments regarding the availability of electronic and information technology products and services with features that support accessibility.

The VPAT provides a summary view of criteria specific to various types of technologies identified in the Oklahoma Information Technology Accessibility Standards. There are three sections in each table. Section one of the Summary Table describes each section of the Standards. The second section describes the supporting features of the product or refers you to the corresponding detailed table, "e.g., equivalent facilitation." The third section contains any additional remarks and explanations regarding the product.

### Oklahoma EITA Procurement Clause:

Pursuant to Title 74, Section 85.7d and OAC 580:15-6-21 electronic and information technology procurements, 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 will be necessary on the Contractor's part. Such requirements will 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.

### **How to Get Started** - Begin with your product's specification or a list of its known features:

1. Determine which subsection(s) of the Oklahoma Information Technology Accessibility Standards (IT Standards) apply to your product. Document the product's ability to meet the standards in the applicable areas, such as software, operating system, and so on.
2. For each standard in the applicable area(s), determine if the product meets or supports the standard.
  - o If the product appears to meet or support the standard, then you have the option of providing examples of features that are accessible or of specific accessibility features that exist.
  - o If the product appears to not meet the standard, remember that the OK Information Technology Accessibility Standards allow for alternative products provided that they result in substantially equivalent or greater access. The product can meet the standard as long as the feature performs in the same manner as it does for any other user. This is called "functional equivalency."



- When the VPAT draft is complete, translate the technical language into language that will be understood by a state agency procurement officer. We encourage use of suggested language noted in the section "Suggested Language for Filling out the VPAT".
- Suggested Language for filling out the VPAT**  
Suggested language below has been developed for use when filling out a VPAT. All or some of the language may be used. You are encouraged to use consistent language in VPATs throughout the form.

<b><u>Supporting Features</u></b>	
<b>Supports</b>	Use this language when you determine the product fully meets the letter and intent of the criteria.
<b>Supports with Exceptions</b>	Use this language when you determine the product does not fully meet the letter and intent of the criteria, but provides some level of access relative to the criteria.
<b>Supports through Equivalent Facilitation</b>	Use this language when you have identified an alternate way to meet the intent of the criteria or when the product does not fully meet the intent of the criteria.
<b>Supports when combined with Compatible AT</b>	Use this language when you determine the product fully meets the letter and intent of the criteria when used in combination with compatible AT. For example, many software programs can provide speech output when combined with a compatible screen reader (commonly used assistive technology for people who are blind).
<b>Does not Support</b>	Use this language when you determine the product does not meet the letter or intent of the criteria.
<b>Not Applicable</b>	Use this language when you determine that the criteria do not apply to the specific product.
<b>Not Applicable - Fundamental Alteration Exception Applies</b>	Use this language when you determine a fundamental alteration of the product would be required to meet the criteria (see the IT Standards for the definition of "fundamental alteration").

**Remarks & Explanations** (third section on VPAT)

Providing further explanation regarding features and exceptions is especially helpful. Use this section to detail how the product addresses the standard or criteria by:

- Listing accessibility features or features that are accessible;
- Detailing where in the product an exception occurs; and
- Explaining equivalent methods of facilitation (See Section 3.5 of the IT Standards for definition of "equivalent facilitation").



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

**Software Applications  
and Operating Systems  
VPAT**

The following VPAT provides a sample format used to evaluate IT Standards applicable to Software Applications and Operating Systems established in Section 4.2 of the official IT Standards. The standards in this section provide for improved access and usability for people with vision, motor and/or cognitive disabilities. For example, one provision requires alternative keyboard navigation, which is essential for people who are blind or have low vision or for people with motor or dexterity disabilities who cannot rely on pointing devices, such as a mouse. Other provisions address animated displays, color and contrast settings, flash rate which can affect epileptic seizures and electronic forms, among others.

Responses to “Meet Standard and How” and “Not Applicable and Why” should be completed in detail. Simple “yes” or “comply” answers provide insufficient information necessary to conduct an informed assessment.

Product Name/Description: \_\_\_\_\_

Date VPAT Completed: \_\_\_\_\_

Supplier Name: \_\_\_\_\_

Name of Person Completing Form: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Software Applications and Operating Systems - IT Standards Section 4.2  
Voluntary Product Accessibility Template**

**Criteria:** (a) When software is designed to run on a system that has a keyboard, product functions shall be executable from a keyboard where the function itself or the result of performing a function can be discerned textually.

**Supporting Features:**

**Remarks and explanations:**

**Criteria:** (b) Applications shall not disrupt or disable activated features of other products that are identified as accessibility features, where those features are developed and documented according to industry standards. Applications also shall not disrupt or disable activated features of any operating system that are identified as accessibility features where the application programming interface for those accessibility features has been documented by the manufacturer of the operating system and is available to the product developer.

**Supporting Features:**

**Remarks and explanations:**

**Criteria:** (c) A well defined on-screen indication of the current focus shall be provided that moves among interactive interface elements as the input focus changes. The focus shall be programmatically exposed so that assistive technology can track focus and focus changes.

**Supporting Features:**

**Remarks and explanations:**

**Criteria:** (d) Sufficient information about a user interface element including the identity, operation and state of the element shall be available to assistive technology. When an image represents a program element, the information conveyed by the image must also be available in text.

**Supporting Features:**

**Remarks and explanations:**

**Criteria:** (e) When bitmap images are used to identify controls, status indicators, or other programmatic elements, the meaning assigned to those images shall be consistent throughout an application's performance.

**Supporting Features:**

**Remarks and explanations:**

**Criteria:** (f) Textual information shall be provided through operating system functions for displaying text. The minimum information that shall be made available is text content, text input caret location, and text attributes.

**Supporting Features:**

**Remarks and explanations:**

**Criteria:** (g) Applications shall not override user selected contrast and color selections and other individual display attributes.

**Supporting Features:**

**Remarks and explanations:**

**Criteria:** (h) When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user.

**Supporting Features:**

**Remarks and explanations:**

**Criteria:** (i) Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.

**Supporting Features:**

**Remarks and explanations:**

**Criteria:** (j) When a product permits a user to adjust color and contrast settings, a variety of color selections capable of producing a range of contrast levels shall be provided.

**Supporting Features:**

**Remarks and explanations:**

**Criteria:** (k) Software shall not use flashing or blinking text, objects, or other elements having a flash or blink frequency greater than 2 Hz and lower than 55 Hz.

**Supporting Features:**

**Remarks and explanations:**

**Criteria:** (l) When electronic forms are used, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

**Supporting Features:**

**Remarks and explanations:**



**State of Oklahoma  
Office of Management and Enterprise Services  
Vendor Maintenance**

**Vendor/Payee Form**

The State of Oklahoma requires the following information for all new vendors (payees) before any payments can be processed. This information is used to establish you in the State of Oklahoma PeopleSoft vendor file for payment and purchase activities.

- Use this form if adding or updating information for a State of Oklahoma Vendor Payee requiring a PeopleSoft Vendor Identification Number.
- Do not use this form for Vendors receiving garnishment payments. Please use OMES Form OSF\_GARNVEND located at: [http://www.ok.gov/OSF/documents/osf\\_garnvend.pdf](http://www.ok.gov/OSF/documents/osf_garnvend.pdf).
- Do not use this form for State employee reimbursement vendor requests. Please use OMES Form Add/Changes for Employees/Board Members located at: [http://www.ok.gov/OSF/documents/ap\\_emp\\_vend.pdf](http://www.ok.gov/OSF/documents/ap_emp_vend.pdf).
- Vendors pending contract award to a solicitation released by the Central Purchasing Division or other Oklahoma state agency **MUST** register online with the state unless exempt per statute. Please refer to Central Purchasing Vendor Registration for additional information located at: [http://www.ok.gov/DCS/Central\\_Purchasing/Vendor\\_Registration/index.html](http://www.ok.gov/DCS/Central_Purchasing/Vendor_Registration/index.html).

**AGENCY SECTION** (To be completed by State Agency Representative): **State Agency should E-mail completed and signed form to [vendor.form@omes.ok.gov](mailto:vendor.form@omes.ok.gov) or Fax to (405) 522-3663.**

**New Vendor**  **Registered:** Yes  No  Exempt  Explain: \_\_\_\_\_

**Change Address/Location**  **Address #** \_\_\_\_\_ **Location #** \_\_\_\_\_

**Change Name**  **Add New Address**

**Change Tax ID #**  **Other**  **Explain:** \_\_\_\_\_

Agency Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**1099 Reportable Status**

Add:  Remove:

**Attention Paying Agency:** Please check the **Add** box on the left if payments to this vendor/Payee are represented by Account Codes listed on page 3 of this form. If the vendor is incorrectly showing as 1099 Reportable, check the **Remove** box. The PeopleSoft system requires specific details regarding the type of transaction. Please check the box that applies to this vendor:

1 - Rents  2 - Royalties  3 - Prizes & Awards

6 - Medical & Health Care  7 - Non-Employee Compensation  10 - Crop Insurance Proceeds

14 - Gross Proceeds to an Attorney

PeopleSoft (Oracle) 10-digit Vendor #: \_\_\_\_\_

**VENDOR/PAYEE SECTION** (To be completed by Vendor/Payee)  
Please print legibly or type this information. Complete and email or fax to requesting State Agency

Name (IRS Legal Name for Business, Individual, or Government Entity) \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Name (Doing Business As Name "DBA" if different than above) \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

**Tax Identification Number (TIN) and Type:** \_\_\_\_\_  Federal Employer ID (FEIN)  Social Security Number (SSN)

**Business Address:** (To be used for 1099 Reporting)

(PO Box or Street, City, State, 9-Digit Zip Required) \_\_\_\_\_ **EFT Payment Notification E-mail** \_\_\_\_\_

\_\_\_\_\_ **EFT Payment Notification E-mail** \_\_\_\_\_

**Optional Addresses** – select address type as applicable:

Mailing  Pricing  Ordering  Invoicing  Remitting  Returning

\_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

(PO Box or Street, City, State, 9-Digit Zip Required) \_\_\_\_\_ E-mail Address \_\_\_\_\_

Contact Name & Title: \_\_\_\_\_

**SUPPLEMENTAL INFORMATION – ALL VENDORS OR PAYEES**

The information below is requested under U.S. Tax Laws. Failure to provide this information may prevent you from being able to do business with the State, or may result in the State having to deduct backup withholding amounts from its remittances to you.

**U.S. Taxpayer Identification Number (TIN)**

Federal Employer Identification Number (FEIN) \_\_\_\_\_ If none, but applied for, date applied \_\_\_\_\_

**OR**

U.S. Social Security Number (SSN) \_\_\_\_\_ If none, but applied for, date applied \_\_\_\_\_

**Companies:**

- Domestic (U.S.) Sole Proprietor     Domestic (U.S.) Partnership     Domestic (U.S.) Corporation    Type: \_\_\_\_\_
- Domestic (U.S.) Other    Explain: \_\_\_\_\_
- Foreign (Non-U.S.) Sole Proprietor\*     Foreign (Non-U.S.) Partnership\*     Foreign (Non-U.S.) Corporation\*    Type: \_\_\_\_\_
- Foreign (Non-U.S.) Other\*    Explain: \_\_\_\_\_

**Individuals:**

- Citizen (individual) of the United States     Resident alien (individual) of the United States     Non-resident alien (individual) \*\*

\* **NOTE: FOR FOREIGN VENDORS, ADDITIONAL DOCUMENTATION IS REQUIRED.** Please submit the proper U.S. Internal Revenue Service (IRS) Form W-8, Certificate Of Foreign Status. Select Form below matching entity or individual description. Please refer to IRS for additional instructions (<http://www.irs.gov/pub/irs-pdf/fw8.pdf>).

- **Form W-8BEN:** Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals). <http://www.irs.gov/pub/irs-pdf/fw8ben.pdf>
- **Form W-8BEN-E:** Certificate of Status of Beneficial Owner for United States Tax Withholding and Reporting (Entities). <http://www.irs.gov/pub/irs-pdf/fw8bene.pdf>
- **Form W-8ECI:** Certificate of Foreign Person's Claim That Income Is Effectively Connected With the Conduct of a Trade or Business in the United States. <http://www.irs.gov/pub/irs-pdf/fw8eci.pdf>
- **Form W-8EXP:** Certificate of Foreign Government or Other Foreign Organization for United States Tax Withholding and Reporting. <http://www.irs.gov/pub/irs-pdf/fw8exp.pdf>
- **Form W-8IMY:** Certificate of Foreign Intermediary, Foreign Flow-Through Entity, or Certain U.S. Branches for United States Tax Withholding and Reporting. <http://www.irs.gov/pub/irs-pdf/fw8imy.pdf>

This may exempt you from backup withholding. Form W-8 does not exempt you from the 30% (or lower percentage by treaty) non-resident withholding taxes. To claim this exemption, you must file IRS Form 8233 with us. For more information, refer to IRS Publication 519.

**SIGNATURE - AND SUBSTITUTE IRS FORM W-9 CERTIFICATION**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

\_\_\_\_\_  
Signature of Vendor Representative or Individual Payee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of individual signing form for company

\_\_\_\_\_  
Vendor/Payee (Same as Company Name from Page 1)

**Account Codes for 1099 Reporting - By Category (TO BE COMPLETED BY AGENCY REPRESENTATIVE)**

<input type="checkbox"/> <b>1 - RENTS</b> 532110 Rent of Office Space 532120 Rent of Land 532130 Rent of Other Building Space 532140 Rent of Equipment and Machinery 532150 Rent of Telecommunications Equip 532160 Rent of Electronic Data Processing Equipment 532170 Rent of Electronic Data Processing Software 532190 Other Rents	<input type="checkbox"/> <b>2 - ROYALTIES</b> 553170 Royalties	<input type="checkbox"/> <b>3 - PRIZES AND AWARDS</b> 552140 Incentive Awards – Monetary & Material 552160 Incentive Payments – Oklahoma Horse Breeders & Owners 552170 Incentive Payments – Oklahoma Film Enhancement Rebate 553220 Indemnities, Restitution & Settlements
<input type="checkbox"/> <b>6 - MEDICAL &amp; HEALTH CARE PAYMENTS</b> 515530 Veterinary Services 515700 Offices of Physicians (except Mental Health Specialists) 515710 Offices of Physicians, Mental Health Specialists 515720 Offices of Dentists 515730 Offices of Chiropractors 515740 Offices of Optometrists 515750 Offices of Mental Health Practitioners (except Physicians) 515760 Offices of Physical, Occupational & Speech Therapists, & Audiologists 515770 Offices of Podiatrists 515780 Offices of all other Miscellaneous Health Practitioners 515790 Family Planning Centers 515800 Outpatient Mental Health & Substance Abuse Centers 515810 Other Outpatient Care Centers 515820 Medical and Diagnostic Laboratories	515830 Home Health Care Services 515840 Ambulance Services 515850 All other Ambulatory Health Care Services 515860 General Medical & Surgical Hospitals 515870 Psychiatric & Substance Abuse Hospitals 515880 Specialty Hospitals (except Psychiatric & Substance Abuse) 515890 Nursing Care Facilities 515900 Residential Mental Retardation Facilities 515910 Residential Mental Health & Substance Abuse Facilities 515920 Community Care Facilities for the Elderly 515930 Other Residential Care Facilities 537210 Laboratory Services & Supplies 551230 Medical Services to Indigent (from agencies other than DHS) 551240 Hospital Services to Indigents (from agencies other than DHS) 551250 Other Health Services to Indigents (from agencies other than DHS)	
<input type="checkbox"/> <b>7 - NON-EMPLOYEE COMPENSATION</b> 515010 Office of Lawyers 515020 Offices of Notaries 515030 Other Legal Services 515060 Accounting, Tax Preparation, Bookkeeping & Payroll Services 515210 Payments for Contract Mentor Services 515220 Architectural Services 515230 Landscape Architectural Services 515240 Engineering Services 515250 Drafting Services 515260 Building Inspection Services 515270 Geophysical Surveying & Mapping Services 515280 Surveying and Mapping (except geophysical) Services 515290 Testing Laboratories 515300 Interior Design Services 515310 Industrial Design Services 515320 Graphic Design Services 515330 Other Specialized Design Services 515350 Custom Computer Programming Services 515360 Computer Systems Design Services 515370 Computer Facilities Management Services 515380 Other Computer Related Services 515400 Administrative Management & General Management Consult Services 515410 Human Resources & Executive Search Consulting Services 515420 Marketing Consulting Services 515430 Process, Physical Distribution, & Logistics Consulting Services 515440 Other Management Consulting Services 515450 Environmental Consulting Services 515460 Other Scientific & Technical Consulting Services 515470 Research & Development in the Physical, Engineering, & Life Sciences 515480 Research & Development in the Social Sciences & Humanities 515490 Advertising and Related Services 515500 Marketing Research & Public Opinion Polling 515510 Photographic Services 515520 Translation & Interpretation Services 515540 All other Professional, Scientific and Technical Services 515550 Management of Companies & Enterprises 515560 Office Administrative Services 515570 Employment Placement Services 515580 Business Support Services 515590 Document Preparation Services	515600 Telephone Call Centers 515610 Business Service Centers 515620 Collection Agencies 515630 Credit Bureaus 515640 Other Business Support Services 515650 Investigation & Security Services 515660 Educational Services 515940 Individual & Family Services 515950 Community Food, Housing & Emergency & Other Relief Services 515960 Vocational Rehabilitation Services 515970 Child Day Care Services 515980 Arts, Entertainment and Recreation 515990 Other Services (except Public Administration) 517110 Moving Expense – Employee Transfer 531150 Printing and Binding Contract 531160 Advertising 531170 Informational Services 531190 Exhibitions, Shows and Special Events 531220 Burial Charges 531330 Jury and Witness Fees 531500 Moving Expenses – General 533100 Maintenance & Repair – Other Items 533110 Maintenance & Repair of Buildings & Grounds (outside vendors) 533120 Maintenance & Repair- Equipment (outside vendors) 533130 Maintenance & Repair of Telephone Equipment (outside vendors) 533140 Maintenance & Repair of Data Processing Equipment (outside vendors) 533150 Maintenance & Repair of Data Processing Software (outside vendors) 533190 Maintenance & Repair – Employee Uniforms 545110 Land Improvements 546210 Buildings and Other Structures –Construction and Renovation 546220 Major Maintenance and Repair of Equipment 547110 Highway and Bridge Construction Expense-Contractual 547120 Maintenance and Repairs to Highways and Bridges 547210 Major Maintenance and Renovation –Bridges 552100 Stipends – Other 552120 Teacher Stipends (“Incentive” payments 552130 Oklahoma Police Corps Stipends 553160 Legal Settlements Reportable to the IRS 554190 Voter Registration Services 561140 Pollution Remediation	
<input type="checkbox"/> <b>14 - GROSS PROCEEDS TO AN ATTORNEY</b> 553180 Settlements – Paid To/Thru Attorney		