



**State of Oklahoma
Department of Central Services
Central Purchasing**

**Agency Solicitation Package
Revision: 10/15/2010**

1. Recent revision (10/15/2010)

1.1. "General Provisions", "Audit and Records Clause", #19.2. (SHORT) and A.19.2. (FULL); current provision review:

- From:
If an audit, litigation, or other action involving such records is started before the end of the seven (7) 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 **two (2) year** retention period, whichever is later.
- To:
If an audit, litigation, or other action involving such records is started before the end of the seven (7) 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.

2. Revision 10/11/2010

2.1. "General Provisions", "Audit and Records Clause", #19.2. (SHORT) and A.19.2. (FULL); current provision review:

- From:
If an audit, litigation, or other action involving such records is started before the end of the **three** year period, the records are required to be maintained for **three** years from the date that all issues arising out of the action are resolved, or until the end of the **three** year retention period, whichever is later.
- To:
If an audit, litigation, or other action involving such records is started before the end of the **seven (7) 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 **two (2) year** retention period, whichever is later.

3. Revision 09/21/2010

3.1. "General Provisions", "Bid Submission", #2.3. (SHORT) and A.2.3. (FULL); form number adjusted from 004A to 004SA

3.2. "General Provisions", "Audit and Records Clause", #19.2. (SHORT) and A.19.2. (FULL); current provision review:

- From:
The successful bidder(s) awarded the Contract(s) is required to retain records relative to the Contract for the duration of the Contract and for a period of **three** years following completion and/or termination of the Contract.
- To:
The successful bidder(s) awarded the Contract(s) is required to retain records relative to the Contract for the duration of the Contract and for a period of **seven** years following completion and/or termination of the Contract.

4. Revision 08/23/2010

4.1. Packages renamed from "Agency" to "SA" for state agency, following the forms naming convention for forms to be used by the agency for processing not involving the Central Purchasing Division

4.2. From 070SA shipping location and response due time fields expanded

5. Revision 07/30/2010

5.1. Full Solicitation Package has been redesigned to meet assistive technology requirements (accessibility).

6. Revision 06/29/2010

6.1. All forms numbers adjusted with "SA" for State Agency

6.2. Form 004SA – note changed;

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

7. Revision 06/16/2010

7.1. Version FULL and SHORT: Responding Bidder Information, DCS-FORM-CP-076A, #6 – FAQ link changed in the footnote

8. Revision 05/26/2010

8.1. Version SHORT, PDF file: “agency division” filed added to the header

9. Revision 05/13/2010

9.1. Version FULL, DCS-FORM-CP-070A: due date time corrected to allow filling in

9.2. Version SHORT: no changes at this time

10. Revision 05/06/2010

10.1. Version SHORT:

10.1.1. Published Short package as PDF

10.1.2. Both file types have been enhanced with accessibility functionality recognized. There are minor differences between DOC and PDF documents, i.e.

- selection boxes in DOC (MS Word) format are actually form fields that require to type "X", while selection boxes in PDF are typical check boxes.
- In PDF if agency name is typed at the top of the first page under "State of Oklahoma" it will appear on other fields requiring same information as well; same applies to "Solicitation Number" field.
- If an agency CPO preference is to publish and distribute solicitations in PDF, PDF file type of the short package is recommended because PDF created from DOC version does not carry as many accessibility features as PDF file available

10.2. Version FULL: no changes at this time; however, steps toward enhancing accessibility features of this package are taken

11. Revision 04/28/2010

11.1. Versions FULL and SHORT:

11.1.1. Form 076A, #5: New website for the Secretary of State

11.1.2. General Provisions: New Provision inserted as #27 (per PIM 10-01), "Compliance with the Oklahoma Taxpayer and Citizen Protection Act of 2007"; following provisions has been renumbered accordingly

11.2. Version FULL: two new styles are available for editing: "Bullet 1 (level)" and "Bullet 2 (level)"

12. Revision 03/12/2010

12.1. Version FULL - package has been redone:

12.1.1. Document section breaks revision: table of contents was malfunctioning

12.1.2. Styles available for editing (applicable for sections B and forward) have been retitled, i.e.:

- "Regular Text" to "Plain Text"
- "Outline-Level 1" is now "Heading1"

12.2. Version FULL and SHORT: FORM: Solicitation, DCS-FORM-CP-070A #5 – footnote adjusted

12.3. Version FULL and SHORT: General Provisions, Bid Submission: FULL: A.2.3. / SHORT: 2.3.

- From:
The required certification statement, "Certification for Competitive Bid and/or Contract (Non-Collusion Certification)", DCS-FORM-CP-004, 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.
- To:
The required certification statement, "Certification for Competitive Bid and/or Contract (Non-Collusion Certification)", DCS-FORM-CP-004A, 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.

13. Revision 03/08/2010 - versions SHORT and FULL:

13.1. FORM: Solicitation, DCS-FORM-CP-070A:

- 13.1.1.** #5: "Location": changed to "U.S. Postal Delivery"
- 13.1.2.** #5: "Mailing Address": changed to "Carrier Delivery"
- 13.1.3.** #7: "Requesting Agency" changed to "Shipping Location";

NOTE: CP Solicitation package will continue using "Requesting Agency" to indicate beneficiary agency.

13.2. FORM: Responding Bidder Information, DCS-FORM-CP-076A (form reflects same layout as corresponding form in CP Solicitation package):

- 13.2.1.** #5: "Registration with the Oklahoma Secretary of State" has been added

NOTE:

13.2.1.1. Agencies must verify status of supplier with the Secretary of State (SOS) pursuant to 74 O.S. § 85.5(N) - applicable only if the contract amount is Twenty-five Thousand Dollars (\$25,000.00) or greater.

13.2.1.2. Vendor verification occurs through [Uhttps://www.sooneraccess.state.ok.us](https://www.sooneraccess.state.ok.us). Status verification is a fee-based SOS service; therefore, agencies must request access rights from the SOS.

- 13.2.2.** #6: "Workers' Compensation Insurance Coverage" became #6 (before #5)

13.3. General Provisions

13.3.1. Invoicing and Payment : FULL: A.17.2. / SHORT: 17.2.

- From:
Interest on late payments made by the State of Oklahoma is governed by 62 O.S. §41.4a and 62 O.S. §41.4b.
- To:
Interest on late payments made by the State of Oklahoma is governed by 62 O.S. §34.71 and 62 O.S. §34.72.

13.3.2. Tax Exemption: FULL: A.18. / SHORT: 18.

- From:
Purchases by the State of Oklahoma are exempt from Oklahoma sales or use taxes and Federal excise tax. The Central Purchasing Division shall furnish tax exemption certificates upon written request.
- To:
State agency acquisitions are exempt from sales taxes and federal excise taxes. Bidders shall not include these taxes in price quotes.