



1. Solicitation #:

2. Solicitation Issue Date:

3. Brief Description of Requirement:

4. Response Due Date<sup>1</sup>:

Time:

CST/CDT

5. Issued By and **RETURN SEALED BID TO**<sup>2</sup>:

Agency Name:

- U.S. Postal Delivery:
- Carrier Delivery:

6. Solicitation Type (check one below):

- Invitation to Bid
- Request for Proposal
- Request for Quote

7. Shipping Location:

8. Contracting Officer:

Name:

Phone:

Email:

<sup>1</sup> Amendments to solicitation may change the Response Due Date (read GENERAL PROVISIONS, section 3, "Solicitation Amendments")

<sup>2</sup> If "U.S. Postal Delivery" differs from "Carrier Delivery", use "Carrier Delivery" for courier or personal deliveries



"Certification for Competitive Bid and Contract" (see page 3) **MUST** be submitted along with the response to the Solicitation.

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

2. Bidder General Information:

FEI / SSN : \_\_\_\_\_ VEN ID: \_\_\_\_\_  
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 Information.html](http://www.ok.gov/oid/Consumers/Workers'_Compensation_Information.html)



A certification shall be included with any competitive bid and/or contract 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.

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



# SOLICITATION REQUEST

 Request for Quote Request for Proposal Request for Bid**Dispatch via Print**

**Department of Education**  
 STATE DEPARTMENT OF EDUCATION  
 HODGE BUILDING  
 2500 N LINCOLN BLVD  
 OKLAHOMA CITY OK 731054599

<b>Request Quote ID.</b>	<b>Date</b>	<b>Buyer</b>	<b>Page</b>
2650000292	05/01/2014	Janice Bryan	1
<b>Payment Terms</b>	<b>DateTime Quote Open</b>	<b>Closing</b>	
0 Days	06/17/2014 02:46 PM	06/26/2014 04:00 PM	

Requisition Number Reference: From Req ID - 2650001173

**Ship To:** STATE DEPARTMENT OF EDUCATION  
 HODGE BUILDING  
 2500 N LINCOLN BLVD  
 OKLAHOMA CITY OK 731054599

**Bill To:** STATE DEPARTMENT OF EDUCATION  
 HODGE BUILDING  
 2500 N LINCOLN BLVD  
 OKLAHOMA CITY OK 731054599

**Vendor:** NAME  
 Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

**Supplier Responses**

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
1	90111603 / ...	1	EA		

Contract for Hotel/Meeting Space for State Textbook Committee meeting, to be held on July 28th thru July 30th, 2014

**Freight Terms:** FOB DEST

**Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

COMMENTS:

**This is NOT AN ORDER**

All returned quotes and related documents must be identified with our request for quote Number.

**Authorized Signature**

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## **B. SPECIAL PROVISIONS**

- B.1 Contract Period: July 28-30, 2014
- B.2 The contractor shall not commence work, commit funds, incur costs, or in any way act to obligate the State until so notified in writing of the approval of the contract. The authorized State representative is the only individual who can transmit that approval to the contractor.
- B.3 The supplier must be able to provide all services listed in this RFP without subcontracting to any alternate organization
- B.4 All contractor changes after award, including changes of the actual employees performing services on this contract, are subject to approval by the State.
- B.5 Contractor's employees or agents, if any, who perform services for the State under this agreement shall also be bound by the provisions of this agreement. At the request of the State, contractor shall provide adequate evidence that such persons are their employees or agents. In accordance with the Section on "Employment Relationship", the State shall not be responsible for contractor's employees for any employee compensation insurance, paid vacation, or any other employee benefit.

## **C. SOLICITATION SPECIFICATIONS**

- C.1 This Request for Proposal (RFP) is being issued by the State Department of Education for a facility to hold the State Textbook Committee meetings. These meetings are used for textbook companies to present their new materials to the committee. There will be approximately thirteen (13) committee members that will be in attendance at each event.
- C.2 Meeting to be held starting on Monday July 28<sup>th</sup> thru 30, 2014, meetings will take place from 8:00am to 6:00pm each day.
- C.3 Facility should be located within a 15 mile radius of Oklahoma City, Okla.
- C.4 SDE is needing 8-13 hotel rooms for check in on July 27 and Check out on July 30<sup>th</sup>.
- C.5 SDE needs will need two conference rooms with a capacity to hold 50 people. The presenters will take turns using each room to present. Rooms will need to be set up as classroom style with a table at the front of each room.
- C.8 Tentative schedule: Breakfast 7:00am; Meetings 8:00am to 12:30pm, Lunch at 12:30pm, meetings from 1:00pm to 6:00pm.

## **D. EVALUATION**

- D.1 This RFP will be evaluated on the following:
  - D.1.1 Cost
  - D.1.2 Meeting rooms
  - D.1.3 Hotel rooms
  - D.1.4 Location
- D.2 Negotiations
  - D.2.1 In accordance with Title 74 §85.5, 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.

- D.3 Negotiation may be with one or more vendors, for any and all items in the vendor's offer.
- D.4 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.5 Negotiations may be conducted in person, in writing, or by telephone.
- D.6 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.7 Terms, conditions, prices, methodology, or other features of the successful offeror's proposal may be subject to negotiations and subsequent revision. As part of the negotiations, the offeror 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.8 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 for the state of Oklahoma.
- D.9 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.10 The State reserves the right to request demonstrations or sample products and require clarifications from any or all responding bidders.

## E. INSTRUCTIONS TO SUPPLIER

- E.1 The facility is to provide lunch on site: For Approx. 13 attendees: Buffet Style Setup ex: (Menu: Salad, Main Dish, Bread, water/tea Desert).
- E.2 The facility is to provide Free Ample parking for all attendees.
- E.3 Supplier must be able to provide all hotel rooms and meeting rooms at their locations.
- E.4 If supplier provides any additional services for (ex. Free breakfast etc) please indicate in your RFP.

## F. CHECKLIST

None

## G. OTHER

None

## H. PRICE AND COST

- H.1 Suppliers must submit a complete detail budget sheet outlining all costs associated with this service. **Cost not listed on the supplier's budget sheet will not be accepted or paid by the State.** To include the following and any other services provided, please list all pricing.

- H.1.1 Service Charge \$\_\_\_\_\_
- H.1.2 Rental of Building Expenses \$\_\_\_\_\_
- H.1.3 Price Each person for the Buffet Lunches \$\_\_\_\_\_+ Service Charge\$\_\_\_\_\_
- H.1.4 Price Each person for the Box Lunches \$\_\_\_\_\_+ Service Charge \$\_\_\_\_\_
- H.1.5 In-House AV Equipment \$\_\_\_\_\_
- H.1.6 Meeting Rooms two rooms with capacity to hold at least 50 attendees each with setup: Price Each Room \$\_\_\_\_\_
- H.1.7 In-House Labor \$\_\_\_\_\_
- H.1.8 Other Services (Please Specify in detail) \$\_\_\_\_\_
- H.1.9 Coffee/setup to be all day only \$\_\_\_\_\_
- H.1.10 Water/setup to be refreshed all day \$\_\_\_\_\_
- H.1.11 Tea/setup to be refreshed all day \$\_\_\_\_\_
- H.1.12 One time set up fee for the entire meeting \$\_\_\_\_\_

- H.2 The State cannot pay startup or make payments before services have been rendered
- H.3 No payments will be made to the supplier for services performed pursuant to this contract by unapproved employees of the contractor or SDE employees.