



## Amendment of Solicitation

Date of Issuance: \_\_\_\_\_

Solicitation No. 1600000037

Requisition No. \_\_\_\_\_

Amendment No. 001

Hour and date specified for receipt of offers is changed: ☒ No ☐ Yes, to: \_\_\_\_\_ 3:00 PM CST/CDT

Pursuant to OAC 260:115-7-30(d), this document shall serve as official notice of amendment to the Solicitation identified above. Such notice is being provided to all suppliers to which the original solicitation was sent.

Suppliers submitting bids or quotations shall acknowledge receipt of this solicitation amendment prior to the hour and date specified in the solicitation as follows:

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

### ISSUED BY and RETURN TO:

**U.S. Postal Delivery or Personal or Common  
Carrier Delivery:**

Office of Management and Enterprise Services  
Central Purchasing  
5005 N. Lincoln Blvd., Ste. 300  
Oklahoma City, OK 73105

Kearstyn Murphy  
Contracting Officer

405 - 522 - 7024  
Phone Number

Kearstyn.Murphy@omes.ok.gov  
E-Mail Address

### Description of Amendment:

a. This is to incorporate the following:

**Q1:** C.2.27. Staffing-Could you provide additional detail on what should be included in the copy of written policies and procedures relevant to its performance under this agreement as part of this proposal?

**A1:** ODOC has provided the Sample Checklist as it covers the State's program at a minimum; however, we will entertain other suggested formats for review as well. The vendor may submit another checklist for consideration but it is not a requirement.

**Q1:** C.3.2.-Within the RFP there is an Oklahoma Department of Commerce CDBG Disaster Recovery Checklist. Is it assumed that this will be the checklist to be used on the monitoring visits? How would the sample checklist that will be utilized by the vendor ensure standardization differ?

**A1:** The presentation of this is open to the applicant. As a minimum, ODOC will need to know how many personnel will be utilized for the monitoring tasks and what their specific tasking will be. Their related job experience should be noted not mentioned earlier in Section C.2.5. Experience.

b. All other terms and conditions remain unchanged.

Supplier Company Name (**PRINT**)

Date

Authorized Representative Name (**PRINT**)

Title

Authorized Representative Signature