



Solicitation Cover Page

1. Solicitation #: 3090000039

2. Solicitation Issue Date: 12/27/2017

3. Brief Description of Requirement:

On behalf of the Oklahoma Department of Emergency Management (OEM), the Office of Management and Enterprise Services (OMES) is requesting proposals to provide hotel, conference and catering services for the 2018 Annual Oklahoma Emergency Management Conference.

RFP Notice: Please note that on an RFP, no pricing shall be released at the time of opening. Should a public opening be requested the only information to be released will be a list of bidders without pricing.

All questions regarding this solicitation must be submitted in writing and are to be emailed to no later than 3:00pm CDT Friday, January 5, 2018. Questions are to be emailed to jeffery.finlay@omes.ok.gov Questions received after this date will not be answered. An Amendment will be posted after this deadline listing all questions received and their answers.

4. Response Due Date¹: January 18, 2018

Time: 3:00 PM CST/CDT

5. Issued By and **RETURN SEALED BID TO**²:

U.S. Postal Delivery Address: 5005 N Lincoln Blvd

Oklahoma City, OK 73105

Common Carrier Delivery Address: 5005 N Lincoln Blvd

Oklahoma City, OK 73105

Electronic Submission Address: N/A

6. Solicitation Type (type "X" at one below):

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

7. Contracting Officer:

Name: Jeffery Finlay

Phone: 405-522-2666

Email: jeffery.finlay@omes.ok.gov

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

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



Responding Bidder Information

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

1. RE: Solicitation # 3090000039

2. Bidder General Information:

FEI / SSN : _____ Supplier ID: _____
Company Name: _____

3. Bidder Contact Information:

Address: _____
City: _____ State: _____ Zip Code: _____
Contact Name: _____
Contact Title: _____
Phone #: _____ Fax #: _____
Email: _____ Website: _____

4. Oklahoma Sales Tax Permit¹:

- ☐ YES – Permit #: _____
☐ NO – Exempt pursuant to Oklahoma Laws or Rules – Attach an explanation of exemption

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 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 with the bid a certificate of insurance.
☐ NO – Exempt from the Workers' Compensation Act pursuant to 85A O.S. § 2(18)(b)(1-11) – Attach a written, signed, and dated statement on letterhead stating the reason for the exempt status.²

¹ For frequently asked questions concerning Oklahoma Sales Tax Permit, see <https://www.ok.gov/tax/Businesses/index.html>

² For frequently asked questions concerning workers' compensation insurance, see <https://www.ok.gov/wcc/Insurance/index.html>

7. Disabled Veteran Business Enterprise Act

- ☐ YES – I am a service-disabled veteran business as defined in 74 O.S. §85.44E. Include with the bid response 1) certification of service-disabled veteran status as verified by the appropriate federal agency, and 2) verification of not less than 51% ownership by one or more service-disabled veterans, and 3) verification of the control of the management and daily business operations by one or more service-disabled veterans.
- ☐ NO – Do not meet the criteria as a service-disabled veteran business.

Authorized Signature

Date

Printed Name

Title



**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.

Agency Name: Oklahoma Department of Emergency Management Agency Number: 309

Solicitation or Purchase Order #: 3090000039

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

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A. GENERAL PROVISIONS

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 a state agency acquires by purchase, lease purchase, lease with option to purchase, or rental pursuant to the Oklahoma Central Purchasing Act;
- A.1.2. "Addendum" means a written restatement of or modification to a Contract Document executed by the Supplier and State.
- A.1.3. "Bid" means an offer in the form of a bid, proposal, or quote a bidder submits in response to a solicitation;
- A.1.4. "Bidder" means an individual or business entity that submits a bid in response to a solicitation;
- A.1.5. "Solicitation" means a request or invitation by the State Purchasing Director or a state agency for a supplier 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; and
- A.1.6. "Supplier" or "vendor" means an individual or business entity that sells or desires to sell acquisitions to state agencies.

A.2. Bid Submission

- A.2.1. Submitted bids shall be in strict conformity with the instructions to bidders and shall be submitted with a completed Responding Bidder Information, OMES-FORM-CP-076, and any other forms required by the solicitation.
- A.2.2. Bids shall be submitted to the Central Purchasing Division in a single envelope, package, or container and shall be sealed, unless otherwise detailed in the solicitation. 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)", OMES-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.
- A.2.4. All bids shall be legible and completed in ink or with electronic printer or other similar office equipment. Any corrections to bids shall be identified and initialed in ink by the bidder. Penciled bids and penciled corrections shall NOT be accepted and will be rejected as non-responsive. In addition to a hard copy submittal, the bidder will also be required to submit an electronic copy. Electronic responses must be submitted in the identical format contained in the solicitation (for example Microsoft Word, Microsoft Excel, but not Adobe PDF). In the event the hard copy of the price worksheets and electronic copy of the price worksheets do not agree, the electronic copy will prevail.
- A.2.5. All bids submitted shall be subject to the Oklahoma Central Purchasing Act, Central Purchasing Rules, 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.3. Solicitation Amendments

- A.3.1. If an "Amendment of Solicitation", OMES-FORM-CP-011, is issued, 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 bid 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 Central

Purchasing Division must receive the amendment acknowledgement(s) by the response due date and time specified for receipt of bids for the bid 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 Central Purchasing Division.
- A.3.3. It is the bidder's responsibility to check the OMES/Central Purchasing Division website frequently for any possible amendments that may be issued. The Central Purchasing Division is not responsible for a bidder's failure to download any amendment documents required to complete a solicitation.

A.4. Bid Change

If the bidder needs to change a bid prior to the solicitation response due date, a new bid shall be submitted to the Central Purchasing Division with the following statement "This bid supersedes the bid previously submitted" in a single envelope, package, or container and shall be sealed, unless otherwise detailed in the solicitation. 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 a response to this solicitation:

- A.5.1. The prospective primary participant and any subcontractor certifies to the best of their knowledge and belief, that they and their principals or participants:
 - A.5.1.1. 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 proposal been convicted of or pled guilty 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 offenses enumerated in paragraph A.5.1.2. of this certification; and
 - A.5.1.4. Have not within a three-year period preceding this application/proposal had one or more public (Federal, State, or local) contracts terminated for cause or default.
- A.5.2. 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 solicitation response.

A.6. Bid Opening

Sealed bids shall be opened by the Central Purchasing Division at 5005 N. Lincoln Blvd. Suite 300, Oklahoma City, Oklahoma, 73105 at the time and date specified in the solicitation as Response Due Date and Time.

A.7. Open Bid / Open Record

Pursuant to the Oklahoma Public Open Records Act, a public bid opening does not make the bid(s) immediately accessible to the public. The procurement or contracting agency shall keep the bid(s) confidential, and provide prompt and reasonable access to the records only after a contract is awarded or the solicitation is cancelled. This practice protects the integrity of the competitive bid process and prevents excessive disruption to the procurement process. The interest of achieving the best value for the State of Oklahoma outweighs the interest of vendors immediately knowing the contents of competitor's bids. [51 O.S. § 24A.5(5)]

Additionally, financial or proprietary information submitted by a bidder may be designated by the Purchasing Director as confidential and the procurement entity may reject all requests to disclose information designated as confidential pursuant to 62 O.S. (2012) § 34.11.1(H)(2) and 74 O.S. (2011) § 85.10. Bidders claiming any portion of their bid as proprietary or confidential must specifically identify what documents or portions of documents they

consider confidential and identify applicable law supporting their claim of confidentiality. The State Purchasing Director shall make the final decision as to whether the documentation or information is confidential pursuant to 74 O.S. § 85.10. Otherwise, documents and information a bidder submits as part of or in connection with a bid are public records and subject to disclosure after contract award or the solicitation is cancelled.

A.8. Late Bids

Bids received by the Central Purchasing Division after the response due date and time shall be deemed non-responsive and shall NOT be considered for any resultant award.

A.9. Legal Contract

- A.9.1. Submitted bids are rendered as a legal offer and any bid, when accepted by the Central Purchasing Division, shall constitute a contract.
- A.9.2. The Contract resulting from this solicitation may consist of the following documents in the following order of precedence:
 - A.9.2.1. Any Addendum to the Contract;
 - A.9.2.2. Purchase order, as amended by Change Order (if applicable);
 - A.9.2.3. Solicitation, as amended (if applicable); and
 - A.9.2.4. Successful bid (including required certifications), to the extent the bid does not conflict with the requirements of the solicitation or applicable law.
- A.9.3. Any contract(s) awarded pursuant to the solicitation shall be legibly written or typed.

A.10. Pricing

- A.10.1. Bids shall remain firm for a minimum of sixty (60) days from the solicitation closing date.
- A.10.2. Bidders guarantee unit prices to be correct.
- A.10.3. In accordance with 74 O.S. §85.40, ALL travel expenses to be incurred by the supplier in performance of the Contract shall be included in the total bid price/contract amount.

A.11. Manufacturers' Name and Approved Equivalents

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, and which meets or exceeds the specification for any item(s). However, if bids are based on equivalent products, indicate on the bid form the manufacturer's name and number. Bidder shall submit sketches, descriptive literature, and/or complete specifications with their bid. Reference to literature submitted with a previous bid will not satisfy this provision. The bidder shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. Bids that do not comply with these requirements are subject to rejection.

A.12. Clarification of Solicitation

- A.12.1. Clarification pertaining to the contents of this solicitation shall be directed in writing to the Central Purchasing Contracting Officer specified in the solicitation, and must be prior to the closing date of the solicitation.
- A.12.2. If a bidder fails to notify the State of an error, ambiguity, conflict, discrepancy, omission or other error in the SOLICITATION, known to the bidder, or that reasonably should have been known by the bidder, the bidder shall submit a bid at its own risk; and if awarded the contract, the bidder shall not be entitled to additional compensation, relief, or time, by reason of the error or its later correction. If a bidder takes exception to any requirement or specification contained in the SOLICITATION, these exceptions must be clearly and prominently stated in their response.
- A.12.3. Bidders who believe proposal requirements or specifications are unnecessarily restrictive or limit competition may submit a written request for administrative review

to the contracting officer listed on the solicitation. This request must be made prior to the closing date of the solicitation.

A.13 Negotiations

- A.13.1. 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. Negotiation may be with one or more vendors, for any and all items in the vendor's offer.
- A.13.2. 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:
- A.13.3. Negotiations may be conducted in person, in writing, or by telephone.
- A.13.4. 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.
- A.13.5. Terms, conditions, prices, methodology, or other features of the bidders 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.
- A.13.6. 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.

A.14. Rejection of Bid

The State reserves the right to reject any bids that do not comply with the requirements and specifications of the solicitation. A bid 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 bids are listed in OAC 260:115-7-32.

A.15. Award of Contract

- A.15.1. The State Purchasing Director 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 Purchasing Director to be in the best interest of the State of Oklahoma.
- A.15.2. Contract awards will be made to the lowest and best bidder(s) unless the solicitation specifies that best value criteria is being used.
- A.15.3. In order to receive an award or payments from the State of Oklahoma, suppliers must be registered. The vendor registration process can be completed electronically through the OMES website at the following link: <https://www.ok.gov/dcs/vendors/index.php>.

A.16. Contract Modification

- A.16.1. The Contract is issued under the authority of the State Purchasing Director who signs the Contract. The Contract may be modified only through a written Addendum, signed by the State Purchasing Director and the supplier.
- A.16.2. Any change to the Contract, including but not limited to 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 Central Purchasing Division in writing, or made unilaterally by the supplier, is a breach of the Contract. Unless otherwise specified by applicable law or rules, such changes, including unauthorized written Addendums, shall be void and without effect, and the supplier shall not be entitled to any claim under this 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.17. Delivery, Inspection and Acceptance

- A.17.1. Unless otherwise specified in the solicitation or awarding documents, all deliveries shall be F.O.B. Destination. The supplier(s) awarded the Contract shall prepay all packaging, handling, shipping and delivery charges and firm prices quoted in the bid shall include all such charges. All products and/or services to be delivered pursuant to the Contract shall be subject to final inspection and acceptance by the State at destination. "Destination" shall mean delivered to the receiving dock or other point specified in the purchase order. The State assumes no responsibility for goods until accepted by the State at the receiving point in good condition. Title and risk of loss or damage to all items shall be the responsibility of the supplier until accepted by the receiving agency. The supplier(s) awarded the Contract shall be responsible for filing, processing, and collecting any and all damage claims accruing prior to acceptance.
- A.17.2. Supplier(s) awarded the Contract shall be required to deliver products and services as bid on or before the required date. Deviations, substitutions or changes in products and services shall not be made unless expressly authorized in writing by the Central Purchasing Division.

A.18. Invoicing and Payment

- A.18.1. 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. An invoice is considered proper if sent to the proper recipient and goods or services have been received.
- A.18.2. State Acquisitions are exempt from sales taxes and federal excise taxes.
- A.18.3. Pursuant to 74 O.S. §85.44(B), invoices will be paid in arrears after products have been delivered or services provided.
- A.18.4. Payment terms will be net 45. Interest on late payments made by the State of Oklahoma is governed by 62 O.S. § 34.72.
- A.18.5. Additional terms which provide discounts for earlier payment may be evaluated when making an award. Any such additional terms shall be no less than ten (10) days increasing in five (5) day increments up to thirty (30) days. The date from which the discount time is calculated shall be the date of a proper invoice.

A.19. Tax Exemption

State agency acquisitions are exempt from sales taxes and federal excise taxes. Bidders shall not include these taxes in price quotes.

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 successful bidder(s) agree any pertinent State or Federal agency will have the right to examine and audit all records relevant to execution and performance of the resultant Contract.
- A.20.2. The successful supplier(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 (7) years following completion and/or termination of the Contract. 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.

A.21. Non-Appropriation Clause

The terms of any Contract resulting from the solicitation and any Purchase Order issued for multiple years under the Contract are contingent upon sufficient appropriations being made by the Legislature or other appropriate government entity. Notwithstanding any language to the contrary in the solicitation, purchase order, or any other Contract document, the procuring agency may terminate its obligations under the Contract if sufficient appropriations are not made by the Legislature or other appropriate governing entity to pay amounts due for

multiple year agreements. The Requesting (procuring) Agency's decisions as to whether sufficient appropriations are available shall be accepted by the supplier and shall be final and binding.

A.22. Choice of Law

Any claims, disputes, or litigation relating to the solicitation, or the execution, interpretation, performance, or enforcement of the Contract shall be governed by the laws of the State of Oklahoma.

A.23. Choice of Venue

Venue for any action, claim, dispute or litigation relating in any way to the Contract shall be in Oklahoma County, Oklahoma.

A.24. Termination for Cause

- A.24.1. The supplier may terminate the Contract for default or other just cause with a 30-day written request and upon written approval from the Central Purchasing Division. The State may terminate the Contract for default or any other just cause upon a 30-day written notification to the supplier.
- A.24.2. The State may terminate the Contract immediately, without a 30-day written notice to the supplier, when violations are found to be an impediment to the function of an agency and detrimental to its cause, when conditions preclude the 30-day notice, or when the State Purchasing Director determines that an administrative error occurred prior to Contract performance.
- A.24.3. If the Contract is terminated, the State shall be liable only for payment for products and/or services delivered and accepted.

A.25. Termination for Convenience

- A.25.1. The State may terminate the Contract, in whole or in part, for convenience if the State Purchasing Director determines that termination is in the State's best interest. The State Purchasing Director shall terminate the Contract by delivering to the supplier a Notice of Termination for Convenience specifying the terms and effective date of Contract termination. The Contract termination date shall be a minimum of 60 days from the date the Notice of Termination for Convenience is issued by the State Purchasing Director.
- A.25.2. If the Contract is terminated, the State shall be liable only for products and/or services delivered and accepted, and for costs and expenses (exclusive of profit) reasonably incurred prior to the date upon which the Notice of Termination for Convenience was received by the supplier.

A.26. Insurance

The successful supplier(s) awarded the Contract shall obtain and retain insurance, including workers' compensation, automobile insurance, medical malpractice, and general liability, as applicable, or as required by State or Federal law, prior to commencement of any work in connection with the Contract. The supplier awarded the Contract shall timely renew the policies to be carried pursuant to this section throughout the term of the Contract and shall provide the Central Purchasing Division and the procuring agency with evidence of such insurance and renewals.

A.27. Employment Relationship

The Contract does not create an employment relationship. Individuals performing services required by this Contract are not employees of the State of Oklahoma or the procuring agency. The supplier's employees shall not be considered employees of the State of Oklahoma nor of the procuring agency for any purpose, and accordingly shall not be eligible for rights or benefits accruing to state employees.

A.28. Compliance with the Oklahoma Taxpayer and Citizen Protection Act of 2007

By submitting a bid for services, the bidder certifies that they, and any proposed subcontractors, are in compliance with 25 O.S.

§1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security and available at www.dhs.gov/E-Verify.

A.29. Compliance with Applicable Laws

The products and services supplied under the Contract shall comply with all applicable Federal, State, and local laws, and the supplier shall maintain all applicable licenses and permit requirements.

A.30. Special Provisions

Special Provisions set forth in SECTION B 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. Type of Contract

This contract is for an indefinite quantity and the State may or may not buy the quantities mentioned. The quantities listed are for an approximation of number of attendees based on historical information.

B.2. Definitions

- B.2.1.** State- In this Solicitation the State will also be synonymous with the Oklahoma Office of Emergency Management
- B.2.2.** OEM- Oklahoma Office of Emergency Management <https://www.ok.gov/OEM/>
- B.2.3.** Hotel- In this Request for Proposal shall mean the awarded supplier where the 2018 Annual Oklahoma Emergency Management Conference is to be held.
- B.2.4.** OEMA- the Office of Emergency Management Association <http://www.oema.us/>
- B.2.5.** OMES- the Office of management Enterprise Services <https://www.ok.gov/OSF/>
- B.2.6.** ODOT – the Oklahoma Department of Transportation <https://www.ok.gov/odot/>

B.3. Solicitation Terms and Conditions:

- B.3.1.** The contract resulting from this solicitation between the State and the successful Hotel will follow the format specified by the State and contain the terms and conditions set forth in this solicitation. However, while the State tries to maintain a sense of fairness, the State understands that there may be some terms or conditions that further negotiations with a successful Hotel are needed.
- B.3.2.** The Hotel is advised that “General Provisions A” cannot be negotiated. However in the event of conflicts or inconsistencies between General Provisions A and Special Provisions herein call “Specific Requirement”, the resolution shall be in favor of the Specific Requirements.
- B.3.3.** Should any Supplier/Hotel object to any of the State’s terms and conditions on “Specific Requirements” as contained in this solicitation, that Supplier/Hotel must propose specific alternative language.
- B.3.4.** Such proposed changes must be submitted with the Hotel’s response so they can be evaluated prior to any award. The State may or may not accept the alternative language. General references to the Hotel’s terms and conditions or attempts at completed substitutions are not acceptable to the State and will result in disqualification of the Hotel’s response.
- B.3.5.** The Hotel must provide a brief discussion of the purpose and impact, if any, of each proposed change followed by the specific proposed alternative wording.

B.4. Insurance

The vendor agrees to carry liability, fire, burglary or other insurance necessary in the amount sufficient to protect vendor from any claims arising from activities due to vendor’s negligence conducted in the hotel. The Oklahoma Department of Emergency Management (OEM) is covered by the State of Oklahoma’s self-insurance.

B.5. American with Disabilities Act

The vendor shall provide to the extent required by the American with Disabilities Act, such auxiliary aids and/or services as may be reasonably requested by OEM, provided that OEM gives reasonable advance written notice to the vendor of such needs. OEM shall be responsible for the cost of any auxiliary aids and services (including engagement of and payment of specialized service providers, such as sign language interpreters), other than those types and quantities typically maintained by the vendor.

B.6. Management Change

In the event the vendor experiences a change of management or ownership after this contract has been awarded, the vendor shall promptly notify OEM. Any successor management or owner of the Hotel shall be bound by the terms of this contract.

B.7. Performance Suspension

This conference agreement may be terminated by OEM at no cost in the event that an act of war, government regulations, civil disorder or any natural or man-made disaster should occur requiring the response of OEM and local Emergency Managers. However, OEM would request to reschedule with the vendor at a later available date.

B.8. Changes to Contract

Listed bid items may be paid for by OEM or by Oklahoma Emergency Management Association (OEMA) at the bid amount. Approval of any changes after the bid is accepted must be made by OEM and the Office of Management and Enterprise Services, Central Purchasing (OMES/CP).

B.9. Qualified Supplier

Supplier must be a Hotel providing all functions as described in this solicitation. Suburban locations are preferred because of parking and the 18-wheeler trailer exhibits. Most emergency management vehicles require a minimum of a 10-foot clearance for parking. The contract resulting from this solicitation will be between the State and the awarded vendor; NOT through a third party.

C. SOLICITATION SPECIFICATIONS

C.1. Overview

The Oklahoma Department of Emergency Management is seeking a supplier to provide hotel services along with all functions as described below for their 2018 Annual Oklahoma Emergency Management Conference to be held Sunday through Thursday. The preferred date is August 19 to 23, 2018 or August 12 to 16, 2018. The Supplier may offer alternate available dates.

C.2. Specific Requirements

C.2.1. Description of Days

C.2.1.1. Sunday – Set-up plus three training classes 8:00 a.m. to 5:00 p.m. set 50 classroom style.

C.2.1.2. Monday – Training Day: Nine meeting rooms 8:00 a.m. to 5:00 p.m. set 50 classroom style.

C.2.1.3. Tuesday through Thursday – Conference: Tuesday & Wednesday, 8:00 a.m. to 5:00 p.m.; Thursday, 8:00 a.m. to noon.

C.2.2. Pricing, Billing, Reservations

C.2.2.1. The pricing for all guest rooms will be at the state rate. Total of 600 room nights required. These are estimates based on historical data.

C.2.2.1.1. 55 rooms Sunday

C.2.2.1.2. 170 rooms Monday

C.2.2.1.3. 185 Rooms Tuesday

C.2.2.1.4. 180 rooms Wednesday

C.2.2.2. Supplier will provide Master billing for OEM. The vendor/hotel will accept a State Purchase Order from OEM and accept purchase orders from towns, counties, etc. for the rooms of people attending this event not paid by OEM.

C.2.2.3. Supplier will bill the Oklahoma Emergency Management Association (OEMA) for lodging for their officers, speakers, etc. not otherwise covered by OEM. OEMA does not work on a purchase order system, but will remit at the end of the conference.

C.2.2.4. OEM will verify and approve eligibility of guests on the Master Billing. Emergency Managers or the Designated Representative reside 60 or more miles from the city of the chosen hotel according to the ODOT website. If Emergency Managers or guests who live within 60 miles of the conference site wish to stay in the hotel, they will be personally responsible for their room and will be charged at the conference room rate. (<http://www.okladot.state.ok.us/p-r-div/maps/state/2017/front.pdf>)

C.2.2.5. Supplier is to provide a block of guest rooms reserved for this conference

C.2.2.5.1. Each guest is responsible for his or her incidental charges. The supplier/hotel shall require a credit/debit card or Purchase Order from each guest. In order to include incidentals when using a Purchase Order, guests must complete and submit a 'Hotel Information and Reservation' form which reflects the inclusion of these items. (See sample form attached.)

C.2.2.5.2. All guests are responsible for making their personal reservations and cancellations. Guests will identify they are requesting rooms to attend the "Emergency Management Conference" from the successful vendor in order to qualify for the conference lodging rate from this contract.

C.2.2.5.3. If available within the facility, smoking guest rooms will be reserved for conference attendees upon request.

C.2.2.6. Oklahoma Department of Emergency Management cannot be responsible for unoccupied rooms. It is requested that the supplier will allow reservations through Friday, July 20, 2018 if submitting proposal for the week beginning August 12 or through July 27, 2018 if submitting a proposal for the week

beginning August 19, 2018. If this is not acceptable, notification must be mentioned in the vendor's response to Central Purchasing.

- C.2.3.** Facility may not be under construction in meeting rooms, sleeping rooms, restaurants, reception areas or parking lots during the conference dates.
- C.2.4.** Exhibit area shall be within close proximity (walking distance) to the breakout rooms and general session room.
- C.2.5.** Individual vehicle parking will be available for all attendees of this conference free of charge.
 - C.2.5.1.** This parking must have a 10-foot clearance which is required for emergency vehicles.
 - C.2.5.2.** Parking space will be available in the hotel or adjacent parking lot for four (4) to six (6) 18-wheeler trailers for viewing exhibits.
- C.2.6.** Security:

The Hotel warrants that it maintains and shall maintain adequate security for the safety of OEM guests and their property. Hotel shall lock meeting space and Vendor Exhibit Hall when unused but will check with OEM/OEMA staff prior to doing so. However, the Hotel is not responsible for the safekeeping of equipment, supplies, written materials or other valuable items left in the function rooms subject to Hotel's liability under applicable law.

C.3. Meeting and Banquet Space

- C.3.1.** Registration/information area with two 8-ft. tables set up with four chairs or other suitable arrangement, to accommodate four workers registering conference attendees in a visible area close to the hotel entrance and conference activities.
- C.3.2.** One or two secure storage rooms for a total of approximately 240 sq. ft. for storage of merchandise.
- C.3.3.** Sales booth/area to display merchandise to include three 8 ft. tables and 6 chairs in close proximity to the meeting rooms and secure storage room.
- C.3.4.** Audio visual services for training classes, general sessions, breakout sessions and luncheons as necessary, including: projector screen, projector, head table podium, mic, lavalier mics, speaker monitor for general sessions, etc.
- C.3.5.** Dedicated AV technician onsite and available from 7:00 a.m. through adjournment each day.
- C.3.6.** One general session meeting room accommodating up to 425 in a combination of theater and classroom seating for presentations in the morning and afternoon on Tuesday and Wednesday and morning only on Thursday to include full AV – center podium, podium mic, data projector, two screens, etc. Classroom tables draped and skirted.
- C.3.7.** Two separate committee meeting spaces for two 15-member boards with conference table and 15 chairs will be available each day of the conference to facilitate staff work and conference daily event execution of conference planning.
- C.3.8.** Three separate meeting rooms to accommodate 50 classroom style for Sunday Training Day and nine separate meeting rooms on Monday to accommodate 50 classroom style for Monday Training Day. Each meeting room to include full AV capability.
- C.3.9.** Meeting rooms for six breakout sessions on Tuesday and Wednesday, four to accommodate 50 each and two to accommodate 100 each classroom style to include full AV capability.
- C.3.10.** Lunch seating for approximately 400 people with a guest speaker. Provide a riser with stairs, podium and full AV capability. This space may be combined with the Exhibit Space. Room size for lunch is at least 10,600 sq. ft. to accommodate 40 rounds with 10 each.
- C.3.11.** Signage provided to direct attendees to appropriate meeting rooms and reception area.

C.4. Exhibit Space and Parking Availability

- C.4.1.** One meeting room which can accommodate 50-65 exhibitor spaces each with pipe and drape with one 6 ft. table draped and skirted, two chairs and a trash can and electrical hookup, if needed. This space must also include morning and afternoon breaks for conference attendees as well as a vendor reception on Tuesday evening. This exhibit area may or may not be combined with the luncheon area to accommodate 400 in attendance.
- C.4.2.** Parking space to accommodate four to six 18-wheel trailers in hotel parking lot located adjacent to the hotel for viewing exhibit trailers.

C.5. WiFi Availability

- C.5.1.** Wireless internet throughout the training and conference area, including public spaces. Available band width during the entire conference will be not be less than 60 megabits per second (mbps) and capable of supporting at least 500 devices. WiFi system can be sector off providing higher bandwidth to a minimum of two rooms. This is a requirement for Training Days on Sunday and Monday.
- C.5.2.** Onsite IT personnel will be available from 8:00 a.m. to 5:00 p.m. on Sunday through noon Thursday. All WiFi and audiovisual equipment must be verified to be operational before 8:30 a.m. on Sunday and Monday in all training rooms. Instructors will set up at 8:30 a.m. and begin presenting at 9:00 a.m. WiFi will be operational beginning Sunday at 8:00 a.m. through Thursday at 2:00 p.m.
- C.5.3.** Free high-speed internet available in sleeping rooms during the full conference.

C.6. Catering Availability

- C.6.1.** Ability to serve a plated lunch on Tuesday and on Wednesday with ability to adjust ten percent (10%) attendance up or down day of event. Provide a variety of options and price points. Price agreed upon with facility chef and OEM staff.
- C.6.2.** Other food and beverage items for refreshment breaks as ordered.
- C.6.3.** Iced water in general session room, training rooms and vendor area.
- C.6.4.** Coffee stations located in registration foyer on Sunday and Monday and in Exhibit Hall area on Tuesday, Wednesday and Thursday morning. Also, breaks in the afternoons of Tuesday and Wednesday.
- C.6.5.** Buffet breakfast for conference guests if provided by the hotel and included in the hotel room fee.

C.7. Information vendor is to submit with their proposal

- C.7.1.** Describe how you will handle billing for OEM and individual attendees.
- C.7.2.** Describe your Security procedures.
- C.7.3.** Indicate the number of rooms you will block off for the Conference, how you will handle reservations and your procedure for cancellations.
- C.7.4.** Supplier/Hotel is to send a packet providing a floor plan with locations of proposed placement of designated functions such as the General Session, the 3 classes on Sunday and 8 classes on Monday for Training, 6 classes for Breakout Sessions on Tuesday and Wednesday afternoon, Exhibit Area, Lunch Area, and break areas. Indicate the occupancy limits in each room.
- C.7.5.** Indicate if at any time during the conference whether there will be any construction on the premises.
- C.7.6.** List the number of parking spaces in the parking lot. Differentiate garage parking from outside parking.
- C.7.7.** List the number of guest rooms in the facility.
- C.7.8.** Indicate if there is a minimum sale of food to qualify for requested meeting rooms, eating space, and vendor space at the price quoted.
- C.7.9.** What number of complimentary guest rooms would be provided to OEM based on the number of guest rooms reserved in the OEM block? Will the Hotel provide complimentary Hospitality Room/Suite or space available at the hotel?
- C.7.10.** May the breakout classrooms be used on Tuesday night for meetings of the area Emergency Managers from varying times between 6 pm and 10 pm? Would there be an extra charge for this use?
- C.7.11.** May the Exhibit Area be used on Tuesday night for a reception? Food and beverages would be purchased from the hotel if this event were held. Would there be an extra charge to use this room?
- C.7.12.** When submitting the final billing after the conference, the hotel will provide a complete listing of the count of all room nights paid from the "OEM Block" that were paid by OEM, individuals, and OEMA.
- C.7.13.** Does the hotel offer both smoking and non-smoking rooms?
- C.7.14.** Please describe the on-site security, technology, and personnel support staff available during a scheduled event or conference. Indicate if there will be onsite IT staff present during the designated times.
- C.7.15.** AUDIO VISUAL NEEDS: Please attach a listing of the cost of individual audio visual equipment listed plus other items to choose from for special class needs. Also list package prices for the required items if available.
- C.7.16.** WIFI NEEDS: Bid Item #8, on the attached Price Sheet and Requirements, requests WIFI requiring special needs for Training Day on Sunday and Monday. Provide information detailing your plan to accommodate WIFI for at least 500 devices.
- C.7.17.** Attachment A and Attachment B must be completed and included with proposal submission. There are eight (8) pages to Attachment A and one page to Attachment B.

C.8. Rescheduling

It is the intent of OEM that this contract will not be rescheduled but due to the mission and duties of the OEM, and due to circumstances out of their control (wildfires, storms, etc) where their employees would be required to be in the field, this contract for these dates may need to be rescheduled for a later date. Please state if there would be a charge for this and what it would be._____.

D. EVALUATION

D.1. Best Value

D.1.1. This RFP will be evaluated as best value in accordance with Title 74, §85. The best value criteria for this proposal is listed below and all proposals will be reviewed and awarded based on the following evaluation criteria:

- D.1.1.1.** Cost (H)
- D.1.1.2.** Specific Requirements (C.2)
- D.1.1.3.** Meeting and banquet Space (C.3)
- D.1.1.4.** Exhibit Space (C.4)
- D.1.1.5.** Parking Availability (C.4)
- D.1.1.6.** WiFi Availability (C.5)
- D.1.1.7.** Catering Availability (C.6)
- D.1.1.8.** Information requested with the proposal (C.7)

E. INSTRUCTIONS TO BIDDER

E.1. Introduction

Prospective Bidders are urged to read this solicitation carefully. Failure to do so will 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, proposals will be evaluated and any resultant contract(s) will be administered in strict 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. Submission/Copies

- E.2.1.** Supplier is to submit TWO (2) complete copies of their response on TWO (2) separate Flash Sticks (one copy on each medium) which includes the completed proposal, including the scanned images of the OMES signed forms. Flash Drive must be an unprotected document.
- E.2.2.** Original hard copies are not required or preferred. This overrides hard copy submittal requirements of A.2.4.
- E.2.3.** Please ensure that your Discs are marked clearly with the RFP Number.
- E.2.4.** PDF is an acceptable format for solicitation responses. This overrides requirements of A.2.4.

F. CHECKLIST

F.1. SUBMISSION CHECKLIST

- F.1.1.** Listed below is a checklist of items that are to be completed and returned with the proposal. This is not an all-inclusive list and it is the vendor's responsibility to ensure that they submit all required/requested documentation:
 - F.1.1.1.** Solicitation Request
 - F.1.1.2.** Responding Supplier Information
 - F.1.1.3.** Certification for Competitive Proposal and/or Contract (Non-Collusion)
 - F.1.1.4.** Response to Sections C.2., C.3., C.4., C.5., C.6., C.7., and C.8.
 - F.1.1.5.** Price Sheet and Requirements (Attachment A) and (Attachment B)
 - F.1.1.6.** Two Flash Sticks with bid response as instructed in Section E.4.

G. OTHER

G.1. Questions Submission Due Date

- G.1.1.** All questions regarding this solicitation must be submitted in writing and are to be emailed no later than 3:00pm CDT Friday, January 5, 2018. Questions are to be emailed to jeffery.finlay@omes.ok.gov Questions received after this date will not be answered. An Amendment will be posted after this deadline listing all questions received and their answers.
- G.1.2.** Responses are due No Later Than 3:00 PM CST on January 18, 2018. No RFP pricing shall be released at the time of Response Opening.

G.2. Attachments

- G.2.1.** Attachment A (Price Sheet and Requirements)
- G.2.2.** Attachment B (Statement of Compliance)
- G.2.3.** Vendor Payee Form
- G.2.4.** Early Pay Addendum

H. PRICE AND COST

See Attachment A

PRICE SHEET AND REQUIREMENTS

2018 Annual Oklahoma Emergency Management Conference
Two possible weeks are listed in August 2018. Respond only
to the one week of your choice.

Sunday, August 12 - Thursday, August 16, 2018
OR Sunday, August 19 - Thursday, August 23, 2018
Bid to be distributed Statewide

BID TO BE EVALUATED AS "BEST VALUE"

Bidder must bid a "Firm Fixed Price" on all items in this bid package to be considered for award. If there is no charge for an item, please specify "no charge" or N/C.

List the total amount for each item in the boxed areas to the right. Make a notation in the boxed area if an additional explanation is added separately.

Please mark the week applicable for your bid.

_____ August 12 to 16, 2018 or _____ August 19 to 23, 2018

1) Lodging (Total request of 500 room nights) Sunday 55 guest rooms (approx. 20 direct billed to OEM) Monday 170 guest rooms (approx. 95 direct billed to OEM) Tuesday 185 guest rooms (approx. 110 direct billed to OEM) Wednesday 180 guest rooms (approx. 105 direct billed to OEM) These are estimated totals based on historical data and may need to be adjusted as the conference date approaches.	\$_____ Single occupancy per room night \$_____ Double occupancy per room night \$_____ Triple occupancy per room night \$_____ Quad occupancy per room night Check-in time: _____ Check-out time: _____ Hotel shall make every attempt to accommodate early arrivals or late departures based upon room availability.
--	--

Room Reservations will be made by individual guests. Which types of reservation methods is acceptable?

_____ Individual Call to specific hotel	_____ Service by third party
_____ Individual Call to the corporate phone number	_____ Others, specify:
_____ Link to Internet	

Reservation Methods acceptable by Hotel. Check all that are applicable:

_____ A valid major credit card guarantee	_____ One night's deposit
_____ A Purchase Order	_____ Others, specify:

Explain the amount of "hold" placed on credit and debit cards when used for reservations, and when the "hold" would be released.

Credit Card

- a. List the amount of hold on a credit card when making a reservation for the conference that will not be on Master Billing.
- b. List the amount of hold on a credit card for incidental charges.
- c. List the amount of hold on a credit card if the room is on Master Billing.
- d. When is the "hold" initiated and when is it released by the hotel?

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Debit Card

- List the amount of hold on a debit card when making a reservation for the conference that will not be on Master Billing.
- List the amount of hold on a debit card for incidental charges.
- List the amount of hold on a debit card if the room is on Master Billing.
- When is the "hold" initiated and when is it released by the hotel?

What is your cancellation policy for lodging rooms if someone cannot attend the conference?

2) Two (2) separate Committee Meeting Spaces. Each meeting room used as a private board room for approx. a 15-member board. Must accommodate a table and 15 chairs.
 Sunday from 8:00 a.m. - 11:00 p.m.
 Set up will begin at 7:00 am on Sunday Monday from 7:00 am-11:00 pm. Tuesday from 7:00 am - 11:00 pm. Wednesday from 7:00 am - 11:00 pm. Thursday from 7:00 am - 4:00 pm.

\$ _____ cost per conference
 _____ %Service Charge
 \$ _____ Total Cost

3.1) Exhibit room for 50 to 75 exhibitor spaces each to be piped and draped, with one (1) 6-ft. table draped and skirted, two (2) chairs, and a trash can. Exhibit area needs to be in close proximity to general session room and breakout rooms. Electrical hook-up available for each vendor if needed. Exhibit space must be ready for exhibitors to begin setting up at 12:00 pm on Monday.
 Also space in this area to serve the conference attendees for morning and afternoon breaks.
 Music to be played in this room each day.
 Method of making announcement in Exhibit Hall during each day.
 Requested area: approx. 10,600 sq. ft. for vendors.
 This Exhibit area may or may not be combined with the Luncheon area. #13.
 (Approx. 21,600 sq ft for exhibits and lunch.)
 Monday from 12:00 pm - 9:00 pm This time would be for set- up of booths by the vendors.
 Tuesday from 8:00 am -5:00 pm. Wednesday from 8:00 am - 5:00 pm.
 Thursday from 8:00 am - 1:00 pm Conference ends at 12:00 Noon, and vendors will begin tearing down at 1:00 PM

\$ _____ Cost of room during the conference for exhibit spaces.
 _____ Service Charge
 \$ _____ Total Cost

\$ _____ Cost of pipe and drape, a 6-foot table, 2 chairs, trash can, and set up **per exhibit space.**
 \$ _____ Cost per person
 _____ % Service Charge

NOTE: Is the quoted price based on rental or room including exhibit setup or based on price per booth?

3.2) Vendor Reception. Heavy hors d'oeuvres in the Exhibit Area on Tuesday from 5:00 pm to 6:30 pm.

*** Item may be included or deleted from the final contract.

Enclose sample menus of possible items at fixed prices.
 \$ _____ Cost per person
 _____ % Service Charge

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4) Parking space to accommodate four (4) to six (6) 18-wheel trailers in hotel parking lot located adjacent to hotel for viewing exhibit trailers.

Monday at 8:00 am Block off area for trailers in parking lot

Tuesday from 8:00 am - 5:00 pm.

Wednesday from 8:00 am - 5:00 pm.

Parking of trailers must accommodate ease for viewing displays inside the trailers and must be located in the hotel parking lot.

\$_____ cost per 2 days as noted

_____%Service Charge

\$_____ Total Cost

5) Registration/Information area. Two (2) 8-ft. tables set up with four (4) chairs (2 for each table), or other suitable arrangement, to accommodate 4 workers registering conference attendees in a visible area close to the hotel entrance and conference activities.

Monday from 7:00 am to 6:00 pm registry

Tuesday from 7:00 am to 6:00 pm registry

Wednesday from 7:00 am to 5:00 pm registry

Thursday from 7:00 am to 2:00 pm Tables remain for distribution of certificates to attendees

\$_____ cost per conference

_____%Service Charge

\$_____ Total Cost

6) One (1) or Two (2) Secure Storage Rooms for a total of approximately 240 sq. ft. available for storage of sales merchandise in one room and door prizes in a second room with available key for access. If possible, it is desirable for this space to be adjacent to, or close to the space described in item 7 below.

Sunday from 7:00 am to 11:00 pm

Monday from 7:00 am to 11:00 pm

Tuesday from 7:00 am to 11:00 pm

Wednesday from 7:00 am to 11:00 pm

Thursday from 7:00 am to 2:00 pm

\$_____ cost per conference

_____%Service Charge

\$_____ Total Cost

7) Sales booth/area to display merchandise. Area must include three (3) 8 ft. tables and six (6) chairs, or other suitable arrangement, to accommodate four (4) salespeople and display merchandise in High-visibility area in close proximity to the meeting rooms and Secure Storage Room (Item 6). This area is separate from the "Exhibit Room" described in item 3 above..

Monday from 8:00 pm to 8:00 pm

Tuesday from 8:00 am to 8:00 pm

Wednesday from 8:00 am to 8:00 pm

Thursday from 8:00 am to 1:00 pm

\$_____ cost per conference

_____%Service Charge

\$_____ Total Cost

PRICE SHEET AND REQUIREMENTS

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8) (A) WIFI throughout the training and conference area including public spaces, vendor display area, Board Room, etc.
 (B) Available band width during the entire conference will be no less than 60 Megabits per second (Mbps) and capable of supporting at least 500 devices.
 (C) WIFI system can be sectored off providing higher bandwidth to a minimum of two rooms. This is a requirement for Training Days on Sunday and Monday
 (D) Onsite IT personnel to be available from 8:00 am to 5:00 pm on Sunday through Thursday. All WIFI and audio visual equipment MUST be verified to be operational before 8:30 am on Sunday and Monday in all training rooms. Instructors will set up at 8:30 am and begin presentations at 9:00 am.
 (E) WIFI will be operational beginning Sunday at 8:00 am through Thursday at 2:00 pm
 (F) Free WIFI access in sleeping rooms

\$_____ cost per conference
 _____ %Service Charge
 \$_____ Total Cost

9) High-speed internet available in each hotel room for conference attendees beginning Sunday at 12:00 Noon through Thursday at 2:00 pm .
 If a cost is incurred it will be an incidental charge to be paid by the individual attendee.

\$_____ cost per room night This may be included or deleted on the final contract. If a special price is being offered to conference attendees, attach an explanation of the registration process to obtain this pricing.

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10) Training Days on Sunday and Monday. Sunday: Three (3) separate rooms to accommodate up to 50 people. Monday: Eight (8) separate rooms to accommodate up to 50 people. Each room with classroom style seating for consecutive training sessions. Each training room must include full AV capability, to include a minimum of:
 (1) one projector with accompanying screen
 (2) a computer VGA interface
 (3) one wireless microphone (4) one podium microphone, and (5) audio mixer.
 WIFI connection for attendees should be available and cost included in item 8 above. The highest WIFI usage will be for three classes on Sunday and Monday and must be operational by 7:30 am Sunday.
 All training rooms MUST BE VERIFIED TO BE OPERATIONAL before 7:30 am to be certain WIFI and all audio visual equipment is functional. Class begins at 8 am.
 Some training classes may require electrical hookups for computers of the attendees. Address a method and a cost per classroom.
 Sunday and Monday from 7:00 am to 5:30 pm.
 Teaching personnel are to be in classrooms by 8:30 am and begin class at 9:00 am.
 (Actual number of classrooms, audio/visual equipment, and electrical connections would be determined by Friday, August 3, 2018.)

Rooms:
 \$ _____ Cost for each
 classroom per day .
 _____ Service Charge
 \$ _____ Total Room Cost

A/V Equipment:
 \$ _____ Cost of equipment for
 each classroom per day.
 _____ Service Charge
 \$ _____ Total A/V Cost per

Training Room
Computer Electrical Connections:
 \$ _____ Cost of electrical
 hookups for computers if needed per day.
 _____ Service Charge
 \$ _____ Total Cost for Electrical
 Connections for computers per room

11) General session. Seating for 380 attendees. Classroom style seating with tables for half of the room and theater seating for the remaining half. Stage size of 12' x 24' with skirting and 12" backdrop, stairs on both ends, a podium, etc. Must include full AV capability, to include:
 (1) necessary number of projectors and screens to allow comfortable viewing for everyone in the general session; (Provide a diagram of proposed setup.)
 (2) a computer VGA interface
 (3) two wireless hand-held stick microphones
 (4) two wireless lapel microphones
 (5) one podium microphone
 (6) audio mixer(s)
 (7) an audio visual operator during General Sessions
 (8) two microphone stands to be placed in the aisles for Thursday morning only.
 Tuesday from 8:00 am to 5:00 pm.
 Wednesday from 8:00 am to 5:00 pm
 Thursday from 8:00 am to 1:00 pm.

\$ _____ Room Cost per
 conference
 _____ Service Charge
 \$ _____ Total Charge
 \$ _____ A/V Equipment: Cost
 _____ Service Charge
 \$ _____ Total A/V Cost per
 Conference
 \$ _____ Cost per hr. for A/V
 person during General Sessions

PRICE SHEET AND REQUIREMENTS

2018 Annual Oklahoma Emergency Management Conference
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12) Breakout sessions. Six (6) separate rooms to accommodate approx. 50 people each with classroom style seating for consecutive breakout sessions. Indicate whether or not the breakout rooms can be combined (via removal walls or partitions). Each breakout room must include full AV capability, to include a minimum of:

- (1) one projector with accompanying screen
- (2) a computer VGA interface
- (3) one wireless microphone
- (4) one podium microphone
- (5) audio mixer.

Tuesday from 1:00 pm to 5:00 pm

Wednesday from 1:00 pm to 5:00 pm.

Rooms:

\$_____ Cost for each
classroom per afternoon

_____ Service Charge
\$_____ Total Room Cost

A/V Equipment:

\$_____ Cost of equipment per
afternoon.

_____ %Service Charge
\$_____ Total A/V Cost per
room

13) Lunch Seating for approx. 400 people with a guest speaker. Provide a riser with stairs, a podium, and full AV capability to include a minimum of:

- (1) one projector with accompanying screen
- (2) a computer VGA interface
- (3) one podium microphone
- (4) one wireless hand-held stick microphone
- (5) one wireless lapel microphone
- (6) audio mixer(s)
- (7) an audio-visual operator.

This space may be combined with the Exhibit Space from item 3.1 above or in a separate room . Room size for lunch is approximately 10,600 sq. ft. to accommodate 40 round tables that seat 10 people each.

Tuesday from 12:00 pm to 1:30 pm

Wednesday from 12:00 pm to 1:30 pm

\$_____ Room Cost for two meals
_____ %Service Charge
\$_____ Total Room Cost

\$_____ A/V Equipment Charge if
extra

_____ % Service Charge
\$_____ Total A/V Cost

14) Explanations on items 1 to 13. May add extra pages.

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Bid to be distributed Statewide

Bidder must bid on all items in this bid package to be considered for award.

Bid determined on "Best Value".

If there is no charge for an item, please specify "no charge".

List all charges for each item in the boxed areas to the right. Make a notation in the boxed area if an additional explanation is added separately.

Provide at least four menu choices for each area below. Submit menu choices as separate sheets with your response.

15) Food services.

15.1) Hot coffee, hot tea, iced tea and pitchers of iced water with appropriate condiments for over 100 people each morning to be located in the registration foyer on Sunday and Monday and in the Exhibit Room on Tuesday, Wednesday and Thursday.

Sunday from 7:30 am to 12:00 noon

Monday from 7:30 am to 12:00 noon

Tuesday from 7:30 am to 10:00 am

Wednesday from 7:30 am to 8:30 am

Coffee \$_____ per gallon

Hot Tea \$_____ per gallon

Iced Water\$_____ per gallon

Or can this be priced per person?

\$_____ Cost per person

_____ %Service Charge

\$_____ Total Cost per person

15.2) Buffet breakfast for 150. (If the hotel/conference site provides complimentary breakfasts for guests, this item will not be necessary. Please note this on the bid.)

Wednesday from 7:30 am to 8:30 am

Thursday from 7:30 am to 8:30 am

Provide a price range for Buffet Breakfasts. Enclose sample menus of set Buffet items at fixed prices.

\$_____ Price Ranges per person

_____ % Service Charge

\$_____ Total Cost per person

_____ (YES OR NO) Is a buffet breakfast provided at no charge for attendees staying at the hotel?

\$_____ Cost of Buffet if not staying in hotel

15.3) Pitchers of iced water to be available in the General Session area, Training Rooms, Breakout Rooms, and the Vendor Exhibit Area when in use from Sunday thru Thursday.

\$_____ Cost per person

_____ %Service Charge

\$_____ Total Cost per person

15.4) Morning Breaks at 9:30 a.m. for approx. 335 people on Wednesday and Thursday. To include hot coffee, hot tea, iced tea, water, ice, and appropriate condiments, and snack foods. Approximately ten (10) Bistro tables to also be provided.

Wednesday from 9:30 am to 10:30 am

Thursday from 9:30 am to 10:30 am

A.M. Coffee Break

Enclose sample menus at fixed prices

\$_____ Range Cost per person

_____ %Service Charge

\$_____ Total Cost per person

PRICE SHEET AND REQUIREMENTS

2018 Annual Oklahoma Emergency Management Conference
Two possible weeks are listed in August 2018. Respond only
to the one week of your choice.

Sunday, August 12 - Thursday, August 16, 2018
OR Sunday, August 19 - Thursday, August 23, 2018
Bid to be distributed Statewide

15.5) Lunch at 12:00 noon for approx. 400 to 425 people.

Tuesday from 12:00 Noon to 1:00 pm
 Wednesday from 12:00 Noon to 1:00 pm

Provide a price range for Boxed or Buffet or Served Lunches. Enclose sample menus at fixed prices with explanation as to which type of service your establishment can provide at the cost quotes.

\$ _____ Price Ranges per person
 _____ % Service Charge
 \$ _____ Total Cost per Person

15.6) Afternoon break at 3:00 pm with snack foods, soft drinks, coffee, or iced tea, with appropriate condiments for approx. 335 people on Tuesday and Wednesday.

Tuesday at 2:30 pm
 Wednesday at 2:30 pm

P.M. Break
 Enclose sample menus at fixed prices
 \$ _____ Range Cost per person
 _____ %Service Charge
 \$ _____ Total Cost per person

16) Extra Comments or Explanations.

ATTACHMENT B FOR RFP 3090000039

Statement of Compliance

Certain conditions may preclude the Supplier's strict compliance with a term specified in this solicitation. The supplier may describe its method of compliance to accomplish the requirements of the specific term and the Office of Emergency Management (OEM) reserves its unrestricted discretion to determine, whether an alternative method offered by the supplier is acceptable to OEM.

Any alternative method or exceptions to terms, conditions or other requirements in any part of the solicitation must be clearly described in both the appropriate section of the solicitation and listed as an attachment to the Statement of Compliance and shall be made a part of this solicitation. Otherwise, OEM shall consider that all items offered are in strict compliance with the solicitation and the supplier shall be responsible for compliance. OEM shall specify at the time of the awarding of the contract what, if any, optional, alternative methods are accepted.

Notwithstanding anything to the contrary, OEM maintains the unrestricted discretion to make any decision as to suitability, competency, ability to perform, conflicts of interest or the appearance thereof, responsiveness of the supplier's proposal, acceptability of such proposal, or other decisions concerning qualifications.,

Each supplier shall be required to submit a response to this solicitation as it is written. Any supplier who wishes to propose exceptions or alternatives to any term, condition, or requirement of this solicitation must specify the exception and/or alternative and submit a response for each exception. If a Statement of Compliance is not returned to OEM with the supplier's original proposal, the response may be excluded from further consideration. If a Statement of Compliance is submitted with exceptions, OEM will consider such exceptions and/or alternatives in the evaluation process or such exception and/or alternative may constitute grounds for rejection of the proposal.

☐ The bid response submitted to OEM is in strict compliance with this solicitation. The proposal response submitted to OEM contains no exceptions to the solicitation.

☐ The bid response submitted to OEM contains exceptions to the solicitation. The exceptions are attached.

Name: _____ Company: _____

Signature: _____ Address: _____

Title: _____

Phone: _____ Fax: _____



Vendor/Payee Form

Agency: OMES Vendor Management requires the following information for all new non-registered vendors (payees) before payments may be processed. Information is used to establish the payee in the State's PeopleSoft vendor file for payment and procurement activities.

DO NOT use this form for:

- **Garnishment Payees:** Use [OMES Form GarnVendor](#)
- **State Employees:** Use [OMES FORM Employee Vendor Request](#)
- **Vendors pending contract award** to a solicitation released by the division of Central Purchasing or another Oklahoma state agency MUST first register online with the state unless exempt per statute. For additional information, please refer to [Central Purchasing Vendor Registration](#).

AGENCY SECTION (To be completed by state agency representative):

State agency should email completed and signed form to vendor.form@omes.ok.gov or fax to 405-522-3663.

VENDOR/PAYEE SECTION (To be completed by vendor/payee)

Please print legibly or type this information. Form must be completed and signed by authorized individual. Email or fax to requesting state agency.

Agency Name		Contact Name	
Phone #	Fax #	Email	
Agency Request To – Please select all applicable request types			
<input type="checkbox"/> Add New Vendor	<input type="checkbox"/> Update Existing Vendor	PeopleSoft 10-digit Vendor ID _____	
<input type="checkbox"/> Add New Address	<input type="checkbox"/> Change Address/Location	PeopleSoft Address # _____	PeopleSoft Location # _____
<input type="checkbox"/> Change Vendor Tax ID	<input type="checkbox"/> Change Vendor Name	<input type="checkbox"/> Add Alternate Payee Name	PeopleSoft Location # _____
<input type="checkbox"/> Other	Explain _____		
Vendor 1099 Reportable Status	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:		
<input type="checkbox"/> Add:	<input type="checkbox"/> 1 - Rents	<input type="checkbox"/> 2 - Royalties	<input type="checkbox"/> 3 – Other Income
<input type="checkbox"/> Remove:	<input type="checkbox"/> 6 - Medical & Health Care	<input type="checkbox"/> 7 - Non-Employee Compensation	<input type="checkbox"/> 10 - Crop Insurance Proceeds
	<input type="checkbox"/> 14 - Gross Proceeds to an Attorney		

VENDOR/PAYEE SECTION (To be completed by vendor/payee)

Please print legibly or type this information. Form must be completed and signed by authorized individual. Email or fax to requesting state agency.

Payee Information: Please provide the requested information for the payee receiving funds from the Oklahoma state agency. All information should match U.S. Internal Revenue Service filing records for the business, individual or government entity receiving payment.			
Name		Contact Name	
Payee Legal Name for Business, Individual or Government Entity as filed with IRS		Contact Title	
DBA Name		Phone #	
Doing Business As "DBA", or Disregarded Entity Name if different than Legal Name		Fax #	
Tax Identification Number (TIN) and Type:		<input type="checkbox"/> Federal Employer ID (FEIN) <input type="checkbox"/> Social Security Number (SSN)	
Business Address – Please provide primary business address as filed with the U.S. Internal Revenue Service			
Address		City	
State	Zip+4	Remittance Email	
Optional Addresses – Please select address type as applicable			
Type:	<input type="checkbox"/> Remitting	<input type="checkbox"/> Ordering	<input type="checkbox"/> Pricing
	<input type="checkbox"/> Returning	<input type="checkbox"/> Mailing	<input type="checkbox"/> Other:
Address		City	
State	Zip+4	Remittance Email	
Financial Registration: Please provide contact information for the Authorized Individual who can provide financial information used for ACH Electronic Funds Transfer payment processes. An email will be sent providing instructions for accessing the State of Oklahoma online registration system.			
Name		Title	Email

W-9 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 future payments.

U.S. Taxpayer Identification Number (TIN)

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

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

Entity Filing Classification:

☐ Domestic (U.S.) Sole Proprietor or Individual ☐ Domestic (U.S.) Partnership ☐ Domestic (U.S.) Corporation Type: _____

☐ Limited Liability Company Type: _____

LLC Disregarded Entity: ☐ YES ☐ NO **Must be verified by LLC's tax division. If applicable, parent name/tax id is required.**

☐ Domestic (U.S.) Other Explain: _____

☐ Foreign (Non-U.S.) Sole Proprietor or Individual* ☐ Foreign (Non-U.S.) Partnership* ☐ Foreign (Non-U.S.) Type: _____

☐ Foreign (Non-U.S.) Other* Explain: _____

FOREIGN VENDOR INSTRUCTIONS: * 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 the payee's 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 account (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN.

Signature of Vendor Representative or Individual Payee

Date

Title of individual signing form for company

Vendor/Payee (Must be the same as Payee Name from page 1)

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

<input type="checkbox"/> 1 - RENTS 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"/> 1- RENTS (continued) 532141 Rent of Motor Vehicles 532142 Lease of Motor Vehicles <input type="checkbox"/> 2 – ROYALTIES 553170 Royalties	<input type="checkbox"/> 3 – OTHER INCOME 552120 Incentive Awards – Monetary & Material 552160 Incentive Payments – Oklahoma Horse Breeders & Owners 552170 Incentive Payments – Oklahoma Film Enhancement Rebate 553165 Current/Former Employee Reportable Court Ordered or Legal Settlements 553220 Other IRS Reportable Income		
<input type="checkbox"/> 6 - MEDICAL & HEALTH CARE PAYMENTS <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> 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 </td> <td style="width: 50%; vertical-align: top;"> 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 Services for People with Developmental Disabilities 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 Indigents (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) </td> </tr> </table>			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 Services for People with Developmental Disabilities 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 Indigents (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)
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<input type="checkbox"/> 7 - NON-EMPLOYEE COMPENSATION <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> 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 Consulting 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 </td> <td style="width: 50%; vertical-align: top;"> 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 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<input type="checkbox"/> 14 - GROSS PROCEEDS TO AN ATTORNEY 553180 Settlements – Paid To/Thru Attorney				



**ADDENDUM 1 TO
STATE OF OKLAHOMA CONTRACT WITH INSERT SUPPLIER NAME
RESULTING FROM SOLICITATION NO. INSERT RFP #**

Agency Name: _____ Agency Number: _____

This Addendum 1 ("Addendum") is an amendment to the contract awarded to **INSERT SUPPLIER NAME** in connection with Solicitation **INSERT RFP #** ("Solicitation") and is effective **ENTER DATE**

Recitals

Whereas, the State issued a Solicitation for proposals to provide, **INSERT DESCRIPTION OF PURPOSE**, as more particularly described in the Solicitation;

Whereas the State wishes to amend payment terms and add an additional term to said Solicitation.

Now, therefore, in consideration of the foregoing and the mutual promises set forth herein, the receipt and sufficiency of which are hereby acknowledged the parties agree as follows:

1. **Addendum Purpose.**

This Addendum memorializes the agreement of the parties with respect to amendment of the payment terms of the Solicitation.

2. **Invoicing and Payment.**

The Invoicing and Payment provision in the Contract will be replaced with the following provision.

Invoicing and Payment: Payment terms will be Net 45.

3. **Early Payment Discount.**

The Early Payment Discount provision will be added to the Contract as follows:

Additional terms shall be no less than 10 days increasing in 5 day increments up to 30 days. Supplier will provide a discount of _____ percent for Net 10, a discount of _____ percent for Net 15, a discount of _____ percent for Net 20, a discount of _____ percent for Net 25, and a discount of _____ percent for Net 30. The date from which discount time is calculated shall be the date of a valid invoice. An invoice is considered valid if sent to the proper recipient and goods or services have been received.

State of Oklahoma

INSERT SUPPLIER NAME

By: _____
Name: _____
Title: _____
Date: _____

By: _____
Name: _____
Title: _____
Date: _____