



Amendment of Solicitation

Date of Issuance: 02/28/2018

Solicitation No. 1310004214

Requisition No. 131009321

Amendment No. 4

Hour and date specified for receipt of offers is changed: ☐ No ☒ Yes, to: 03/15/2018 3:00PM CST

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:

5005 N.Lincoln BLVD STE 200
OKC, OK 73105

or

Personal or Common Carrier Delivery:

5005 N.Lincoln BLVD STE 200
OKC, OK 73105

Cini Zacharia
Contracting Officer

405- 522-9078

Phone Number

Cini.zacharia@omes.ok.gov

E-Mail Address

Description of Amendment:

a. This is to incorporate the following:

This Amendment #4 is for the answers to the vendor questions:

Questions and answers for RFP#1310004214

Questions set #1

Question 1. What is the total spend on this RFP?

Answer: confidential

Question 2. How many companies will be awarded?

Answer: Unknown. Current RFP was awarded to 5 vendors

Question 3. How many current travelers are on contract?

Answer: Please define "travelers"

Question 4. How many positions are open?

Answer: These are PRN positions, the number of temp staff varies. See Attachment A for historical usage. Note: The historical usage does not include NFCC.

Question 5. How many facilities will this bid include?

Answer: Please refer to specifications for specific regions and list of potential facilities. Our current needs include JHCC, LARC, MBCC, OSP and NFCC.

Question 6. What is the expected usage?

Answer: Unknown, these are PRN positions. Refer to Attachment A for historical usage.

Question 7. Do you have established rates?

Answer: NO

Questions set # 2

Question 1. My company is planning on responding to this RFP. Can you please clarify what documentation will suffice as evidence that we meet this requirement?

E.5. Vendor should demonstrate in their response it has the minimum of five (5) RN's, ten (10) LPN's, and five (5) PCA's they retain on contract.

Will candidate resumes be sufficient or will we need to provide something else?

Answer: The company's written statement will suffice, resumes are not necessary

Questions Set # 3

Question 1. Need of clarification on the formatting of response.

Under General Provisions- A.2 Bid Submission; A.2.4- the third sentence reads: "Electronic responses must be submitted in the identical format contained in the solicitation (for example Microsoft Word, Microsoft Excel, but not Adobe PDF)"

The solicitation was posted on the <https://www.ok.gov/dcs/solicit/app/solicitationDetail.php?solID=3139> portal is in PDF format, so I want to ask how our electronic copy should be submitted, since it says Not adobe PDF?

Answer: All the submission needs to be in Word format. And if you have anything in excel format that's fine too. But the electronic copy of Bid submission cannot be in PDF format.

Questions Set # 4

Question 1: Do you want a signed copy of Amendment #2?

Answer: yes.

Questions Set # 5

Question1) Last year's Volume/ Spend for these service or is there any set aside stipulated budget for this program?

Answer: We spent approximately \$400,000 last fiscal year. These are PRN positions and they will be funded as needed.

Question 2)

How many Incumbents you currently have in this program and how many do you wish to include? ("By Incumbents vendor wish to know the existing number of Agency contractor DOC have in this program and how many DOC wish to include through this RFP.")

Answer:

We currently have 4 existing number of agency contractors and would like at least 4 contractors on the new contract.

Question 3) Do you have a Local Preference for this RFP?

Answer: No

Question 4) Do we have an option to share the following documents after the award declaration a) Sales tax Permit no. b) Registry Filling no.

Answer: you need to request for an open record request.

Question 5) Can you share the Historical usage for RN and CMA Hours a well it is not mentioned in Attachment A.

Answer: 0- for both, we didn't use any RN's and the CMA's are a new category.

Questions Set# 6

Question1. How much was spent on these services in the last Fiscal Year?

Answer: We spent approximately \$400,000 last fiscal year.

Question2. Is there and incumbent? If there is, what are the current bill rates?

Answer: We currently have 4 contract agencies. Current LPN rates range from \$32.50 to \$40 per hour.

Question 3. Are the services being used as a per diem basis?

Answer: The hourly rate should include all travel related costs

Questions Set#7

Question 1.

1.) Is it anticipated that there will be an increase in RN and CMA hours this fiscal year? Historical data shows no facilities have used RNs or CMAs in FY 17. Is there data for FY 18?

Answer: We rarely use RN's, but have them on contract in the event they are needed. The CMA positions are new service request, so we have no historical date for FY17. No available date for FY18

Question 2.

Is this a current contract that is expiring?

Answer: The current contracts will be not be utilized after 6/30/18

If so,

A. who is servicing this contract?

Answer: We have multiple contract agencies

B. are there candidates currently in these positions?

Answer: yes

c. What was the value of the contract for FY 17?

Answer: We spent approximately \$400,000 last fiscal year.

Question 3.

Is ODOC looking for a float pool of nursing candidates that are credentialed and background checked to provide services at the various facilities?

Answer: yes

Questions Set#8

1) We don't know our Supplier ID (question 2 on CP-076). Can you please provide guidance on how to obtain this number? (We have our Vendor ID number for the OK.gov portal, in case that could be used here.)

Answer: Your vendor ID number is the same as supplier ID.

E.9 Response submission and copies

2) Question: Is my interpretation below correct?

- 2 copies of entire bid (except price/cost) on 2 USB drives—in the main bid sealed envelope.
- 1 copy of just Price/Cost on 1 USB drive—marked "Price/Cost"—in a separate sealed envelope
- 3 USB drives in total

Answer: 2 copies of entire bid (except price) on 2 Flash drives (1 original and 1 copy)

And

2 electronic copies of price in another flash drive. (1 original and 1 copy)

Both needs to be labeled and in a separate sealed envelope.

F. Checklist

Questions below:

3) Attachment A – Must Attachment A be submitted with our response? If so, do we just submit Attachment A exactly as it is provided in the solicitation?

Answer: Just for your information you do not need to submit these we want the vendors to go through this checklist while you prepare the bid.

4) Attachment E – Must Attachment E be submitted with our response? If so, do we just submit the Attachment E that is included in the solicitation?

Answer: Just for your information you do not need to submit these we want the vendors to go through this checklist while you prepare the bid.

5) Attachment F – Must Attachment F be submitted with our response? If so, do we just submit Attachment F as it is in the solicitation? (Or do we need to complete it in some way at this time?)

Answer: Just for your information you do not need to submit these we want the vendors to go through this checklist while you prepare the bid.

6) Attachment G – Must Attachment G be submitted with our proposal response? Or can it be completed post award (if we are awarded)?

Answer: we need this with your bid response.

Questions Set#9

two questions below--regarding the draft invoice that is requested to be submitted with the proposal (section B.3.8):

B.3.5 each line item on an invoice shall include:

- Contract unit price for each type of staff

Question #1: Should the unit on the invoice be 'one hour' or '15 minutes'? (I ask because billing is to be in 15-minute increments.)

Answer: One hour.

b. All other terms and conditions remain unchanged.

Supplier Company Name (**PRINT**)

Date

Authorized Representative Name (**PRINT**) Title

Authorized Representative Signature