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| OMES logo |  | Amendment of Solicitation |

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| **Date of Issuance:** | 3/22/2019 | | **Solicitation No.** | | 0900000372 | | |
| **Requisition No.** | 0900012677 | | **Amendment No.** | | 1 | | |
| Hour and date specified for receipt of offers is changed: | | | No | Yes, to: |  | 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 or Personal or Common Carrier Delivery:** | | | | | | | |
| Office of Management and Enterprise Services  ATTN: Sheri Diehm  5005 N. Lincoln Blvd.  Oklahoma City, OK 73105 | | Sheri Diehm | | | | |  |
|  | | Contracting Officer | | | | |  |
|  | | 405-365-1964 | | | | |  |
|  | | Phone Number | | | | |  |
|  | | Sheri.diehm@omes.ok.gov | | | | |  |
|  | | E-Mail Address | | | | |  |
| **Description of Amendment:** | | | | | | | |
| a. This is to incorporate the following: | | | | | | | |
| Question: I went to download the RFP but I don’t see Solicitation #0900000372. I did find one solicitation that is due on April 3 but the number is 6280000005. Could you let me know if I am just not seeing it or if the item ending in 0005 is the correct item?  Answer: Please look now. It should be in the location given.  Question: I clicked on the link, and reviewed the list of solicitations. I can't find a solicitation ending in 372, as indicated in your email, with the 4/3/2019 closing date mentioned. The only solicitation I see closing on 4/3/2019 is 6280000005 involving a grants management software system. Please clarify so we'll know if there's a solicitation that would pertain to our company?  Answer: Please look now. It should be in the location given.  Question: This is all I see [below] - still nothing ending in 372. Can you tell me what it's for? We are a web-based portfolio accounting and reporting SaaS, and Oklahoma City has been a client with us for over 9 years.  Answer: Copy and paste the link below into your browser and see if that gets you to the right spot.  <https://www.ok.gov/dcs/solicit/app/solicitationSearch.php?status=open-pending>  Question: We are having troubles locating this Solicitation on the OMES website. It does not appear to be posted to the "Solicitations" page under "Open Solicitations". Can you please let us know where we can download the document?  Answer: Copy and paste the link below into your browser and see if that gets you to the right spot.    <https://www.ok.gov/dcs/solicit/app/solicitationSearch.php?status=open-pending>  Questions 1-8: Questions regarding Solicitation #0900000372.   1. B.17, Insurance, page 12: In what section of the proposal should bidders provide proof of insurance? 2. E.2.1, Preparation of Bid, page 16: “Information shall be entered on the form provided.” Does the State want bidders to enter their responses within the solicitation or can we use our own format? 3. E.3.4, Submission of Bid, page 16: Does the State want a hard copy of the Price/Cost proposal? Does the Price/Cost proposal need to be separately sealed from the Technical proposal? 4. E.11, P-Cards, page 18: Where should bidders respond to this requirement? 5. E.12, Electronic Funds, page 18: Where should bidders respond to this requirement? 6. E.13.2.2, Section Two – Resumes and References, page 18: Are the requested references referring to references of the staff or corporate references? 7. E.13.4, Section Four – Response to Specifications/Requirements, page 18: We assume that “provide a detailed response to *each* specification/requirement in the solicitation” means that, in this section, we only need to address the specifications of Section C.3? Please confirm if that assumption is correct. 8. E.14, Awardee Financial Status, page 19: Please confirm that financial statements are *not* required as part of the proposal.   Answers 1-8:  1. Include the proof of insurance certificate immediately after OMES-FORM-CP-076.  2. Bidders may use their own format but when responding to the Solicitation Specifications in Section C – include the specification and then the response.  3. Part A and B.  A. No, we do not require a hard copy, see Section E., E.3.3. to E.3.4. As stated in Section 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. This also applies to Section E. Submission of Bid.  B. Yes, the Technical response and the Price/Cost proposal should be on separate thumb drives and be in separate envelopes but both envelopes can be included in one envelope for mailing purposes.  4. Put this information at the end of the Technical response.  5. Put this information at the end of the Technical response.  6. Resumes of staff and references from other clients, preferably states for which the bidder prepares SWCAPs.  7. At a minimum, the bidder should provide affirmation to Sections C.3, C.4, and C.5 but expanding on the bidder’s ability to meet the requirement where applicable.  8. Financial information is only required upon request and the form of financial information is negotiable. | | | | | | | | |
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| b. All other terms and conditions remain unchanged. | | | | |
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| Supplier Company Name (**PRINT**) | | |  | Date |
|  |  |  |  |  |
| Authorized Representative Name (**PRINT**) |  | Title |  | Authorized Representative Signature |