



Amendment of Solicitation

Date of Issuance: 03 October 2019

Solicitation No. 0900000406

Requisition No. 0900013414

Amendment No. 3

Hour and date specified for receipt of offers is changed: ☒ No ☐ Yes, to: 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
Oklahoma City, OK 73105

Robert Goad

Contracting Officer

405-522-5103

Phone Number

robert.goad@omes.ok.gov

E-Mail Address

or

Personal or Common Carrier Delivery:

5005 N. Lincoln Blvd
Oklahoma City, OK 73105

Description of Amendment:

a. This is to incorporate the following:

Questions and Answer for solicitation 0900000406

1. The contract period of performance is 1 year, however the expectation is for the task to be completed within 6 months. Am I correct to assume that the proposal evaluation will be scored against the likelihood of all tasks being complete within that 6 month window?
A.) Yes
2. I do not find a page limit for proposals, just a caution not to add fluff. Is there a page limit or other physical document limitations I should be aware of? (other than letter size, 12 font, 1 inch margins, etc.)
A.) There is no page limit for responses.
3. Is the "state-by-state" review mentioned in the solicitation specification para C.1.1. available electronically? There may be a reference to reach it in the public domain but I've not been able to track it down through internet/website searches. The contents of that review seems relevant to the RFP scope, and may be a limiter to competition if the study has to be regenerated independently within the period of performance.

- A.) The State does not have the data on how each State is structured. To the extent a responding vendor wanted to explore that in a solution generation, it could build that into the scope at the responding vendors bid.
4. Is it acceptable to put unfunded service deliverables in the proposal with the intention to give the state flexibility to implement quick win opportunities? For example, team facilitation of process improvement/change management at an hourly rate - would need a quote and contract amendment to add such a service during PoP. The State could consider adding the option to include unfunded tasks as an amendment to the solicitation.
A.) Yes the State will allow.
5. Regarding Solicitation 0900000406 for a consultant to analyze the current state of the executive branch, we would like to ask if the state will consider an extension of the proposal submission deadline to allow for additional time to prepare a response.
A.) Solicitation has been extended until 3pm CST 14 October 2019.
6. Is the Period of Performance expected to begin well in advance of the holiday season? This may impact the availability of personnel for (State, Agency, Board or Commission) for the information collection, surveys, etc. I suspect proposal eval and contract award to take 30 days, putting us at mid November for earliest POP start.
A.) The State would like the project to start as soon as possible after we award it, so the State would anticipate a November start.
7. Since this solicitation is to procure consulting services, is it correct to assume the State will not use a table of expected rates for types of skill sets during proposal cost evaluation?
A.) The State would like the project to start as soon as possible after we award it, so the State would anticipate a November start.
8. Do we need to register with the Oklahoma Secretary of State in order to submit a bid, or can we wait to be notified we have received the bid before registering?
A.) Yes, You can submit a bid without the registration but you must be registered prior to any award.
9. For confidentiality purposes, some of our clients request that we don't include their contact information in publicly-available documents. As such, is it possible to withhold references' contact information in the initial proposal, provided that we are certainly willing to share this information upon request?
A.) The State recommends you submit the references that are not requesting this. If unable then please annotate on your response that "References will be provided if selected for award."
10. In the subject solicitation, page 18, para E.13.5., the required "Sections" jump from Section Four to Section Six. Should the "Bidder Agreements" be Section Five or is the solicitation document missing requirements (Section Five) from the ? As per the solicitation Bidder Agreements should be listed as Section Six. Section Five is not listed and should not be used?
A.) As per the solicitation, Bidder Agreements should be listed as Section Six. Section five is not listed and should not be used.
11. Will the awarded consulting firm have access to interview and engage with key agency, board, and commission (ABC) leaders?
A.) Yes, within appropriate time boundaries of leaders being able to do their job

12. Does the Governor's office have, or intend to create outside of this effort, a statewide strategic plan?
A.) Yes, within appropriate time boundaries of leaders being able to do their job
13. Do the majority of ABC's have strategic plans that this effort will support? Will the awarded consulting firm we have access to those plans?
A.) Yes, within appropriate time boundaries of leaders being able to do their job
14. For section C.2.4 could the comprehensive recommendations be developed over several phases based upon priority? If yes, can those development phases extend beyond the 6-month time frame?
A.) Yes, time-phased recommendations will be acceptable, with appropriate staging.
15. Will there be any individuals assigned to this effort from the State or Governor's office to provide legislative and statutory research support or will we need to assume that in our cost estimate?
A.) Yes, within appropriate time boundaries of leaders being able to do their job
16. Will the state provide communications and outreach efforts related to this initiative or will we need to assume that in our cost estimate?
A.) End-of-project outward communication and outreach would be the responsibility of the state; however, we reserve the right to engage consulting or advisory help for that at a later date.
17. Will there be dedicated resources within OMES to support this project? How many staff will be assigned?
A.) Responses should not assume dedicated state resources; however, resources will be available to support data requests, be interviewed, etc. If a firm believes that certain dedicated resources are essential to its approach to the project, it should put that information in its proposal.
18. Who will be responsible for coordinating data requests and liaising with other agency contacts to obtain data? Will OMES lead this coordination or will the consultant lead these efforts?
A.) Consultant will be the primary coordinator of these efforts. Consultant can assume that senior level executive branch support will ensure high prioritization of fulfilling any date requests,
19. Who is on the Steering Committee and which agencies do they represent?
A.) Steering Committee has not been constitute at present. We welcome recommendations from the awarded consulting firm.
20. Who else from the Executive Branch will participate as a stakeholder in this project?
A.) All members of the Executive Branch are stakeholders in this project. Consulting firm should assume it will have access to talk with anyone it wishes to.
21. What is the weight or ranking of each of the selection criteria (Experience, Resumes and References, and Price and Cost)?
A.) Evaluations will be distributed based on criteria specified in D.4 and D.5 of the solicitation.
22. Has a budget been developed for this project and, if so, can the budgeted amount (or range) be made available to proposers? Has funding been allocated and approved for this project?
A.) Response should be based on performance. Budget amount is not available.
23. How will you be contacting our references? Will you be reaching out by phone or requesting that they complete a written form?

A.) Yes. By email, with a set date to respond. Questions can be on performance, likelihood of using again and if there was any issues during the performance period, The State would also like the ability to follow up by phone if necessary

24. For our work samples, can we assume that you may be publishing them so that we should redact them to protect our clients' interest, or will these be considered confidential and not be published to a public forum?

A.) Responding Bidder should redact client names.

25. Is there an incumbent for this project? If so, who?

A.) No Incumbent.

26. How many key stakeholders do you expect to be involved in this project and who are they?

A.) The 15 Cabinet members and the 100 Agency Directors will be the primary stakeholders for this project. Though clearly not all will be involved every day. Awarded bidder should provide the input on project structure.

27. Would you consider extending the deadline by at least one week?

A.) The Closing Date has been extended to October 14th by 3PM CST. No further extensions are anticipated.

b. All other terms and conditions remain unchanged.

Supplier Company Name (**PRINT**)

Date

Authorized Representative Name (**PRINT**)

Title

Authorized Representative Signature