



Date of Issuance: November 9, 2021

Solicitation No. 3400001732

Requisition No. 0900022637

Amendment No. 3

Hour and date specified for receipt of offers is changed: ☒ No ☐ Yes, to: _____

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:

Sign and return a copy of this amendment with the solicitation response being submitted; or,

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 in the subject line of the email.

ISSUED FROM:

Stephanie Beshears
Contracting Officer

405-517-6769
Phone Number

Stephaie.Beshears@omes.ok.gov
E-Mail Address

RETURN TO: OMESCPeBID@omes.ok.gov

Description of Amendment:

a. This is to incorporate the following:

The purpose of this amendment is to notify interested bidders of the following questions and answers:

- 1) Regarding the GAQ document, we note that the page numbering of the document suggests that it has five pages, but only 3 pages are included in the document.

It is just 3 pages.

- 2) When working on completing the Workplan Excel sheet document (Exhibit titled Worksheet) we are unable to get the dropdown menu feature to allow multiple responses – we did check to see if enable Macros was enabled/allowed – but still had no success.

Users will need to click in the far right of the box. To select multiple answers, you will need to click the dropdown for each applicable entry.

- 3) When completing the Budget form, we would request the form be provided as a MS Excel or Word document to facilitate filling it in – we were unable to add more than a few words into the Budget Narrative/Detail section.

Please see the attached Budget Form.

- 4) Regarding the budget – are we required to expend all requested funds by May 31, 2022? Or could we plan to “carryover” any unspent funds to the second contract renewal budget period of June 1, 2022 to May 31, 2023?

Unspent funds can carry over to the second contract renewal budget period.

- 5) Regarding the budget – is it permissible to purchase Personal Protection Equipment (PPE) to distribute to Community Participants as part of Activities to be conducted to address Strategy 3: “Build, leverage, and expand infrastructure support for COVID-19 prevention and control among populations that are at higher risk and underserved”? Specifically, can these PPE distribution activities and related supplies expenses be incorporated into Measure 3.1 “Number of Improvements to infrastructure to address COVID-19 health disparities and inequities”?

Allowable to purchase PPE – distribution of PPE is an acceptable activity.

- 6) Regarding the budget – is Out-of-State Travel allowable to accomplish staff/consultant training or to work with a partner organization that is located out-of-state?

Allowable – and show how it meets the goals and objectives of the project and the strategies you wrote into your work plan to address.

- 7) Regarding the budget – the form includes mention of “*** Local Match Funding” and “Match (if applicable)” – we assume that no matching funds are required, and the lack of any match will not negatively impact the evaluation of our bid and the potential award of contract. Is this correct that the inclusion or the absence thereof of Matching funds will have no bearing on the bid award process?

Inclusion or absence of matching funds have no bearing on the bid award process.

- 8) Regarding the “Frequent QAs” document we have the following questions:
Program Activities: #5. & #10. Incentives. We have received guidance on a federal Covid-19 grant that incentives for Community Participants can be of an amount of up to \$50. Is this same standard acceptable for the OSDH bid?

Incentives are an allowable cost if they are reasonable and meet the goals and objectives of the project and the strategies you wrote into your work plan to address. Incentives should be monetarily reasonable, may require approval.

- 9) Regarding the “GAQ” document and the questions regarding Employees (1, 2, 15, 15a), our organization operates exclusively with independent contractors. Our responses to all “employee” questions will be descriptive of our independent contractor and related policies. OSDH has previously agreed with this employment practice and we assume it is acceptable for this OSDH Bid Solicitation – are we correct that use of Independent Contractors rather than Employees is permissible and that we can reply to “employee” questions with our Independent Contractor policies and practices?

Hiring of part-time or temporary staff to fulfill grant strategies is allowed.

- 10) Regarding the “Attachment C” document item #12 Indirect Costs, we assume that if our Bid is awarded and a contract is executed, then SFSCD will qualify for the sub-recipient contractor 10% de minimis indirect cost rate. Are we correct that we can include a 10% indirect cost as an eligible expense in our annual project budget?

Allowable - This would fall under 2 CFR 200 – de minimis indirect cost.

- 11) Regarding the “Attachment B” General Terms document item #8.1 Maintenance of Insurance. . . , in a SFY21 contract between SFSCD and OSDH we requested and were granted permission to provide proof of a General Liability, Auto, D & O, and Security and Privacy policy at an amount of \$1,000,000 per occurrence rather than at the bid requirement at the \$5 million level. This accommodation was allowed in recognition of the fact that our organizational annual budget is small and does not exceed \$1 million. Can we assume for this OSDH Bid Solicitation, that proof of the same \$1 million Liability insurance policy can be provided in lieu of a \$5 million Liability insurance policy?

This would be exceptions to terms and go in Section 4.

- 12) Regarding the “Attachment A” document and the stipulation that “Up to 24 awards, at \$250,000 each will be awarded to Oklahoma Community Based Organizations” and the “Contract Term and Renewal

Options” has the meaning that a successful bidder may propose a bid amount of up to \$250,000 in a first year contract with an Optional Second Year Renewal Term and expect that a contract renewal could be awarded in an amount of up to \$250,000. Are we correct in making this interpretation about maximum contract amounts of funding for Year 1 and Optional Year 2?

Up to \$250,000 for the entire 2-year period.

13) Regarding the “Bidder Instructions” document, we have the following questions,

- a) Item 8.1 G Audited Financial Statements. We cite the Audit Statement in Attachment C #5 Audit Requirements that submission of Audits is only applicable to which meet the federal funding threshold established in 2 CFR Part 200.501. Do we correctly assume then that submission of audits is not applicable unless the organization’s prior year(s) annual budgets met the federal funding threshold?

2 CFR Part 200.501 (a) refers to the year in which the funds were expended.

- b) Regarding item 8.2 Bid Packet Format, Section G Section Seven: Executive Summary, are we correct that we should exclusively use this section to provide general background, history, and related experience information about our organization and to exclude same from the following 8.2 H Section Eight: Response to Specifications and Requirements?

Per Bidder Instructions: Marketing information, general company information and other similar information should be included in the executive summary.

- c) Regarding item 8.2 H Section Eight: Response to Specifications and Requirements part v Scope of Work, are we correct in our understanding the completion of the Exhibit titled Worksheet (Work Plan) serves as the summary of our proposed activities and that a separate Scope of Work is not required?

Correct.

14) On Section 8.1.C.i Eligibility, it states “Organizations with budgets of \$5 million or less are eligible to apply.” Is that exclusionary to organizations with budgets of over \$5 million or just meant to be encouraging organizations with budgets of less than \$5 million?

Organizations with budgets of \$5 million or less are eligible to apply.

15) We were wondering if utilities for the space could be included in the budget.

Include in the budget narrative with the understanding that a budget revision may be required if not allowed.

16) Through this grant, our agency is wanting to set up a Connection Center for people who are homeless or in need of non-clinical case management to help with issues of homelessness, employment acquisition, etc. We know we are not able to budget leasing costs through this grant, but our question is if we can budget in utilities in order for the Connection Center to function?

Include in the budget narrative with the understanding that a budget revision may be required if not allowed.

17) The worksheet has several toggle/dropdown buttons that state to "select all;" however, there is not an option to select more than one option. Is there a solution to this issue?

When utilizing the dropdowns to insert multiple answers, you will need to bring up the dropdown each time to select the next applicable answer.

18) Is this funding allocated from the time it is awarded or from the date on the Business Agreement (exhibit BAA) which is dated 7/1/21?

Funding will be available for reimbursement upon contract Date of Award.

19) The eligibility for Community Based Organization states a budget under 5 million. Is this for a programmatic budget under 5 million or overall organizational budget? Our budget is over 5 million when you factor in revenue generated, but when you take out the cost of goods sold our budget is under that mark. Would it be acceptable for us to apply given that our budget for programmatic expenses is under 5 million, and we have been impacted greatly by the Covid 19 pandemic in terms of thinking through campus safety and disease mitigation?

The eligibility for Community Based Organization states a budget is \$5 million or less operational budget.

b. All other terms and conditions remain unchanged.

Supplier Company Name (**PRINT**)

Date

Authorized Representative Name (**PRINT**) Title

Authorized Representative Signature

OKLAHOMA STATE DEPARTMENT OF HEALTH CONTRACT BUDGET FORM

Contractor: _____ Date: _____

Contractor Contact: _____ Phone: _____

Contractor Address: _____

Dollar Amount: \$ _____

Summary Budget Request:

Budget Line Item	OSDH Amount	Match (if applicable)	TOTAL
Personnel/Salaries			
Fringe Benefits			
Travel/Training			
Supplies			
Contractual			
Admin Costs/IDC			
Other			
Total			

**** Local Match Funding source(s):** _____

Narrative/Detail Budget Request:

Personnel/Salaries							
Position Title	Staff Name	Annual Salary	No. Months	% Time	STATE	MATCH (if applicable)	TOTAL
Category Total							

**OKLAHOMA STATE DEPARTMENT OF HEALTH
CONTRACT BUDGET FORM**

Contractor Name: _____ Date: _____

Narrative/Detail Budget Request (Continued):

Fringe Benefits	STATE	MATCH (if applicable)	TOTAL
Category Totals			
Travel-PerDiem/Training	STATE	MATCH (if applicable)	TOTAL
Category Totals			
Supplies	STATE	MATCH (if applicable)	TOTAL
Category Totals			
Contractual	STATE	MATCH (if applicable)	TOTAL
Category Totals			
Admin Costs/IDC	STATE	MATCH (if applicable)	TOTAL
Category Totals			
Other	STATE	MATCH (if applicable)	TOTAL
Category Totals			
	STATE	MATCH (if applicable)	TOTAL
Category Totals			
TOTAL PROGRAM COSTS			

Contractor's Signature: _____ Date: _____

Printed Name: _____ Title: _____