



**Date of Issuance:** 8/31/2022

**Solicitation No.** 3400001749

**Requisition No.** 3400022994

**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 to the contracting officer below. All amendment acknowledgements submitted separately shall have the solicitation number and bid opening date in the subject line.

**RETURN TO:**

Rhonda Spain  
Contracting Officer  
(405) 522-8104  
Phone Number  
Rhonda.spain@omes.ok.gov  
E-Mail Address

**Description of Amendment:**

a. This is to incorporate the following:

**On behalf of the State of Oklahoma, the Office of Management and Enterprise Services (OMES) gives notice of the posting of the required forms to be turned in with a bid response. The forms can be found on the Solicitation site at:**

<https://www.ok.gov/dcs/solicit/app/solicitationDetail.php?solID=4332>

**On behalf of the State of Oklahoma, the Office of Management and Enterprise Services (OMES) gives notice of the following questions concerning this solicitation, received during the Q&A period, which closed on 8/30/2022 at 3PM.**

**All questions and procurement/agency responses are detailed below:**

**Q1:** Bidder Instructions, 8.1 Preparation of Bid, H. on page 5: RFP states, "As referenced in subsection 8.2.L Section Twelve: Business References, the Bidder shall provide at least three (3) business reference with their bid response utilizing the EXHIBIT 4, Business Reference Questionnaire." Should this be Exhibit 3, Business Reference Questionnaire instead of Exhibit 4?

**Response:** Clerical error – Bidder Instructions should refer to this document as Exhibit 3. The BAA is EXHIBIT 4.

**Q2:** Attachment B: Page 9 of 29: Section 8D: Insurance: "Directors and Officers Insurance which shall include Employment Practices Liability as well as Consultant's Computer Errors and Omissions Coverage, *if information technology services are provided under the Contract*, with limits not less than \$5,000,000 per occurrence". Given that no information technology services are being provided nor will State or citizen data be accessed, processed, stored or transmitted by a Supplier, is this clause needed for this courier service requirement?

**Response:** Please request an exception to these terms utilizing the table provided, last page of Bidder Instructions (same as response to Q3 and Q4 below.)

**Q3:** Attachment B: Page 9 of 29: Section 8: Insurance: \$5m Commercial + Auto Liability : Is there a reason why these limits are so high given this is a lab courier contract? Can these be reduced to be commensurate with specimen delivery service?

**Response:** This document is the State's "General Terms." The listed insurance categories and limits of liability ideally are required. However, Bidders have the opportunity to submit any requests for exceptions to insurance terms by following the Bidder Instructions under D. Section Four: Requested Exceptions to Terms and the Table on Page 15 of the Bidder Instructions.

**Q4:** Attachment B: Page 9 of 29: Section 8, E: Insurance: "Security and Privacy Liability insurance, including coverage for failure to protect confidential information and failure of the security of Supplier's computer systems that results in unauthorized access to Customer data with limits \$5,000,000 per occurrence": Is this required given that this is a Lab Courier contract?

**Response:** Please request an exception to these terms utilizing the table provided, last page of Bidder Instructions (same as response to Q3 and Q4 above.)

**Q5:** Exhibit #1: A,a, viii: What approximate % of specimens are room temperature, refrigerated and frozen?

**Response:** Response 1: 60% RT, 35% R, 5% F

**Response 2:** Once weekly from May thru Nov. mosquito specimens that will need to be transported in a cooler and kept at refrigerated temperatures. Rabies specimens are shipped in an insulated box that contains ice packs and the box can stay at room temperature during shipment.

**Q6:** Exhibit #1: D: "The Courier supplier must distribute sufficient numbers of leak-proof transport bags and/or boxes to each pick-up location as indicated in **EXHIBIT 2**: Is the courier expected to provide packaging, labelling that the individual specimens are packaged in (individual specimen cardboard / containers etc.). or provide the holding coolers / totes into which these packaged specimens are placed for transport?

**Response:** Yes, the courier is expected to provide the packaging that will maintain the temperature in the required ranges. An example of a leak proof transport bag can be found here: <https://www.uline.com/Product/Detail/S-22693/Reclosable-Poly-Bags/22-x-24-2-Mil-Reclosable-Bags>

A specimen bag example is here: <https://www.uline.com/Product/Detail/S-2968/Special-Use-Bags/6-x-9-Specimen-Bags>

**Q7:** Exhibit #1: D: "The Courier supplier must distribute sufficient numbers of leak-proof transport bags and/or boxes to each pick-up location as indicated in **EXHIBIT 2**. Can you please outline the protocols of the specimen processing and pickup process from who is responsible for processing and packaging the individual specimens to the placing of these individual specimens into larger coolers / totes / leak proof transport bags . We want to ensure understanding of what the courier's requirements / responsibilities are.

**Response:** The clinical staff will combine the specimens with a manifest. The courier will pick up the specimens and begin a chain of custody that ends when the specimens are delivered to the PHL.

**Q8:** Exhibit #1: D, a,ii, c: “Courier must be able to provide dry ice.”: When will a requirement for frozen specimen transportation be communicated to the courier or is the courier expected to carry dry ice at all times for all locations just in case a frozen specimen is picked up?

**Response:** In case of an animal specimen that should be shipped frozen and transported on dry ice in most case we can provide notice the day before that dry ice is required.

**Q9:** Exhibit #1: D, a,ii, c: On average how many frozen deliveries are there each week?

**Response:** One to two per week.

**Q10:** Exhibit #1: D: How are specimens tendered to the courier? – Are they prepackaged as per USDOT regulations with the necessary refrigerant?

**Response:** They will be packaged with two barriers.

**Q11:** Exhibit #1; F,ii, b: Sat and Sun NBS delivery: “Specimens must be delivered to the Public Health Laboratory at 4615 W. Lakeview Road, Stillwater, OK 74075. “. Until what time can PKU forms be delivered on Saturdays and Sundays?

**Response:** Any time on Saturdays and Sundays

**Q12:** Exhibit #1; G, vi: How often are frozen Animal, Research, and Surveillance Specimens transported?

**Response:** 5% of all specimens

**Q13:** Exhibit #2, Attachment A: It is understood that Mon-Fri is 5 days / week, Sun-Sat is 7 days per week: Is this correct?

**Response:** Yes that is correct

**Q14:** Exhibit #2, Attachment A: Lines 85 through 131: We understand that Newborn Screening (PKU) pickup from these locations is required 7 days per week; Sunday-Saturday. – Is this correct?

**Response:** Yes

**Q15:** Price Exhibit: Line Items 7-12 note “\$ per roundtrip mile”: Please clarify what mileage would be included in this pricing. As an example, what mileage would it be for an emergency pickup at Cancer Treatment Center, Tulsa going back to OSDH Public Health Laboratory?

**Response:** The mileage would be based on pickup location back to PHL in Stillwater. Mileage would vary dependent upon emergency needs.

**Q16:** Price Exhibit: Line Items 13-18: Is this pricing for all Newborn Screening (NBS) locations; lines 85 through 131 in Exhibit 2 for scheduled pick up on Saturday and Sunday only?

**Response:** Yes

**Q17:** Price Exhibit: Line Items 13-18: If pricing for these line items is solely for NBS locations on Saturday and Sunday (lines 85 through 131 in Exhibit 2), can a cost per stop be quoted in addition to or in lieu of the mileage rate?

**Response:** Yes

**Q18:** General: Are any supplies being transported out to the pickup locations from OSDH Public Health Laboratory?

**Response:** No, only specimens are transported from pickup sites to PHL

b. All other terms and conditions remain unchanged.

\_\_\_\_\_  
Supplier Company Name (**PRINT**)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative Name (**PRINT**)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Authorized Representative Signature