



Date of Issuance: 5/6/16

Solicitation No. 1310004020

Requisition No. 1310018360

Amendment No. One

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:**

Oklahoma Department of Corrections  
Contracts & Acquisitions  
PO Box 18919  
Oklahoma City, OK 73154 - 0919  
or

David Williams  
Contracting Officer

405 - 425 - 2651  
Phone Number

**Personal or Common Carrier Delivery:**

Oklahoma Department of Corrections  
Contracts & Acquisitions  
3400 N Martin Luther King Ave  
Oklahoma City, OK 73111 -

david.williams@doc.ok.gov  
E-Mail Address

**Description of Amendment:**

a. This is to incorporate the following:

I. Section 1, paragraph 7, the following is deleted:

"Currently, ODOC reimburses the Oklahoma Unemployment Insurance Trust Fund, dollar-for-dollar, for benefits paid to former ODOC employees who are claimants."

II. The following is added at the end of Section 1:

"ODOC currently has one state unemployment tax account number: SUTA #84-0001312."

III. Section 4.8 in its entirety is replaced with the following:

"4.8 When an appeal results in a hearing, the Contractor shall provide hearing administration and representation. Hearings are conducted by conference phone call and shall include the claimant, at least one ODOC representative and at least one Contractor representative."

IV. The following is added as the last sentence of Section 6.9:

"Contractor will not be required to maintain contact with ODOC staff other than those listed in this paragraph."

V. In Section 6.16, the following sentence:

"A properly completed invoice must be submitted within 30 days of the end of each quarter and include the following items:"

is replaced with:

"Two properly completed invoices must be submitted within 30 days of the end of each quarter. The first invoice shall be for services provided, per Contractor's quoted cost, and shall be the only charge for services provided. The second invoice shall be for the reimbursement of owed unemployment for former employees. Both invoices shall include the following items:"

VI. In Section 6.16, the following sentence:

"The invoice shall be submitted to:"

is replaced with:

"Invoices shall be submitted to:"

VII. Section "7.6.3 Cost" in its entirety is replaced with:

"7.6.3 Cost. Quote an annual fee for years 1 thru 10 on the "Solicitation Request" for the services described in the RFP. The fee shall be billed quarterly and payment shall be made in arrears (reference Section 6.16 as amended)."

VIII. A report of actual claims statistics for the period of April 1, 2015 thru March 31, 2016 is included as pages 3 thru 8 of this Amendment.

b. All other terms and conditions remain unchanged.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Title

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

**OKLAHOMA DEPT OF CORRECTIONS**  
**Unemployment Activity Performance Summary**

4/1/2015 - 3/31/2016

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**Financial Impact**

	<b>4/1/2015 - 3/31/2016</b>
<u>Charge Credits Received</u>	\$0.00
<u>Total Liability Avoided Or Suspended</u>	\$301,496.70
<u>Total Benefit Charges Received</u>	\$223,723.21

**Activity/Performance Summary**

	<b>4/1/2015 - 3/31/2016</b>
<u>Separations Received</u>	127
Discharges	69
Voluntary Quits / Resignations	35
Lack Of Work / Lay-Offs	1
Partially Unemployed	1
Poor Performance - No Misconduct	11
Other Separation Issues	10
<u>Claims Processed</u>	141
<b>Total Potential Liability</b>	<b>\$651,097.12</b>
Misconduct Discharges	50
Potential Liability	\$223,166.32
Voluntary Quits/Resignations	27
Potential Liability	\$121,571.25
Partially Unemployed	2
Potential Liability	\$4,862.85
Lack Of Work	1
Potential Liability	\$4,862.85
Poor Performance - No Misconduct	9
Potential Liability	\$43,765.65
Other	52
Potential Liability	\$252,868.20
<u>Late Claims Received</u>	1
% Of Claims Processed	0.71%
Potential Liability	\$4,338.07
<u>Requests For Information</u>	100
Request For Initial Separation Information	99
Requests For Additional Details	1
Average Lead Time Provided On Requests	11

Fax	0
Phone	0
CaseBuilder	100
Untimely Responses From Employer - (Client)	4
% Untimely	4%
State Calls For Additional Information	46
Untimely Responses From Employer - (State)	10
% Untimely	21.74%
<b>Claims Protested</b>	<b>95</b>
Protest %	67.38%
Potential Liability	\$427,406.02
<b>Claims Not Protested</b>	<b>46</b>
Potential Liability	\$223,691.10
<b>Claim Decisions Received</b>	<b>100</b>
Won	64
Potential Liability Avoided Or Suspended	\$291,246.22
Win %	64%
Lost	36
Potential Liability	\$159,949.27
<b>Appeals Filed</b>	<b>23</b>
Potential Liability	\$101,595.07
<b>Hearings Scheduled</b>	<b>41</b>
Potential Liability	\$189,126.37
Employer Requested	22
Claimant Requested	19
Representative Attended	33
<b>Hearing Decisions Received</b>	<b>34</b>
Won	21
Potential Liability Avoided Or Suspended	\$102,119.85
Win %	61.76%
Lost	13
Potential Liability	\$62,692.27
Employer Appeal - Win %	43.75%
Potential Liability Avoided Or Suspended	\$34,039.95
Claimant Appeal - Win %	77.78%
Potential Liability Avoided Or Suspended	\$68,079.90
<b>2<sup>nd</sup> Level Appeals Filed</b>	<b>0</b>
Potential Liability	\$0.00
<b>2<sup>nd</sup> Level Appeal Decisions Received</b>	<b>3</b>
Won	3
Potential Liability Avoided Or Suspended	\$14,588.55

Lost	0
Potential Liability	\$0.00
Employer Appeal - Win %	0%
Potential Liability Avoided Or Suspended	\$0.00
Claimant Appeal - Win %	100%
Potential Liability Avoided Or Suspended	\$14,588.55
<b>Overall Win Rate (%)</b>	<b>72.22%</b>
<b>Total Liability Avoided Or Suspended</b>	<b>\$301,496.70</b>
<b>Overall Loss Rate (%)</b>	<b>27.78%</b>
<b>Total Unfavorable Liability</b>	<b>\$116,183.62</b>
<b>Total Potential Liability</b>	<b>\$417,680.32</b>

**Results By Separation Reason**

**4/1/2015 - 3/31/2016**

<b>Misconduct Discharge Separations</b>	<b>51</b>
Won	34
Win %	66.67%
Lost	17

<b>Voluntary Quits / Resignation Separations</b>	<b>27</b>
Won	23
Win %	85.19%
Lost	4

<b>Percentage Of Protestable Claims Protested</b>	<b>100.00%</b>
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**Case Analysis - Claims Protested**

**4/1/2015 - 3/31/2016**

<b>Misconduct Discharges</b>	<b>50</b>
% Of Claims Protested	52.63%
<b>Voluntary Quits / Resignations</b>	<b>27</b>
% Of Claims Protested	28.42%
<b>Job Refusals / Availability Issues</b>	<b>0</b>
% Of Claims Protested	0%
<b>Disqualifying Pay Issues</b>	<b>0</b>
% Of Claims Protested	0%
<b>Labor Dispute / Strike</b>	<b>0</b>
% Of Claims Protested	0%
<b>Partially Unemployed</b>	<b>2</b>
% Of Claims Protested	2.11%
<b>Termed Before End Of State Probationary Period</b>	<b>0</b>
% Of Claims Protested	0%

% Of Claims Protested	0%
<b>Chargeability</b>	5
% Of Claims Protested	5.26%
<b>Other Claims Protested</b>	11
% Of Claims Protested	11.58%

**Case Analysis - Claims Not Protested**

**4/1/2015 - 3/31/2016**

<b>Poor Performance - No Misconduct</b>	0
% Of Claims Not Protested	0%
<b>Lack Of Work / Laid Off</b>	1
% Of Claims Not Protested	2.17%
<b>Not Protested At Client Request</b>	0
% Of Claims Not Protested	0%
<b>No Separation Information Provided</b>	6
% Of Claims Not Protested	13.04%
<b>Claims Not Protested By State Regulation</b>	0
% Of Claims Not Protested	0%
<b>Partially Unemployed</b>	0
% Of Claims Not Protested	0%
<b>Claims Received Too Late To Protest</b>	1
% Of Claims Not Protested	2.17%
<b>Previously Adjudicated - (Unfavorable)</b>	0
% Of Claims Not Protested	0%
<b>Insufficient Detail Provided</b>	0
% Of Claims Not Protested	0%
<b>Claims Not Forwarded</b>	37
% Of Claims Not Protested	80.43%
<b>Other Claims Not Protested</b>	1
% Of Claims Not Protested	2.17%



**Potential Compliance / Educational Opportunities**



**4/1/2015 - 3/31/2016**

<b><u>Missing Separations</u></b>	<b>0</b>
% Of Claims Processed	0%
Potential Liability	\$0.00
<b><u>Separation Record Not Available</u></b>	<b>2</b>
% Of Claims Processed	1.42%
Potential Liability	\$9,725.70
<b><u>Claims Received Too Late To Protest</u></b>	<b>1</b>
% Of Claims Not Protested	2.17%
Potential Liability	\$4,862.85
<b><u>Separation Info Requested - No Response</u></b>	<b>4</b>
% Of Claims Processed	2.84%
Potential Liability	\$19,451.40
<b><u>Not Protested At Client Request</u></b>	<b>0</b>
% Of Claims Processed	0%
Potential Liability	\$0.00
<b><u>Decision Received Too Late To Appeal</u></b>	<b>0</b>
% Of Claims Processed	0%
Potential Liability	\$0.00
<b><u>No Further Appeal Requested By Employer</u></b>	<b>11</b>
% Of Unfavorable Decisions	22.45%
Potential Liability	\$53,491.35
<b><u>Hearing Notice Received After Hearing Date</u></b>	<b>0</b>
% Of Hearings Scheduled	0%
Potential Liability	\$0.00
<b><u>Hearings Lost - Employer Did Not Attend</u></b>	<b>1</b>
% Of Unfavorable Hearing Decisions	7.69%
Potential Liability	\$4,862.85
<b><u>Hearings Lost - No Firsthand Testimony</u></b>	<b>0</b>
% Of Unfavorable Hearing Decisions	0%

<b><u>Decisions Lost - Insufficient Documentation</u></b>	<b>2</b>
% Of Unfavorable Decisions	4.08%
Potential Liability	\$4,862.85
<b><u>Decisions Lost - No Proof Of Deliberate Misconduct</u></b>	<b>8</b>
% Of Unfavorable Decisions	16.33%
Potential Liability	\$38,378.02
<b><u>Decisions Lost - No Misconduct On Last Day</u></b>	<b>0</b>
% Of Unfavorable Decisions	0%
Potential Liability	\$0.00

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