



Date of Issuance: 10/09/12

Solicitation No. 3400001136

Requisition No. _____

Amendment No. 01

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

Pursuant to OAC 580:15-4-5(c)(5), 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 State Department of Health
ATTN: Room 309
1000 NE 10th Street
Oklahoma City, OK 73117 - 1299

Ruby Sherwan
Contracting Officer
(405) - 271 - 4043
Phone Number

Personal or Common Carrier Delivery:

Oklahoma State Department of Health
ATTN: Room 309
1000 NE 10th Street
Oklahoma City, OK 73117 - 1299

Rubys@health.ok.gov
E-Mail Address

Description of Amendment:

a. This is to incorporate the following:

Following are Questions and Answers that were discussed at the Pre Bid Conference. Print, sign and attach this Amendment to your proposal.

DEADLINE TO SUBMIT PROPOSAL IS 3 PM CST on November 6, 2012.

Q1. Are there fill-able templates for budget forms, independent contractor forms, FFATA Form?
A1. Send an email to Ruby Sherwan at RubyS@health.ok.gov to request forms in MS Word format.

Q2. Are resumes and letters of support needed/required?
A2. No.

Q3. What is the expected date of announcement?
A3. The expected announcement date will be November 16, 2012. All applicants will be notified via email regarding their application status.

Q4. Are face-to-face meetings mandatory? Can these monthly meetings be conducted via phone conference call?
A4. Face-to-face meeting is the preferred method of communication. Other communication methods such as email, video conference, conference call, etc. are acceptable when necessary and appropriate.

Q5. Since this is or will be such a quick turnaround or short project period ending 3/31/13, could our project plans include activities in April, May or June 2013 with this funding?
A5. No.

Q6. What forms need to be submitted with bid packet?

A6. Completed forms on page 2 and 3 of the RFP, documents noted on page 19 of the RFP (Section F.1. thru F.8), and the signed amendment. If preferred, applicants can complete and submit the whole RFP documents.

Q7. What forms are needed after receiving award? Please list.

A7. The Program Consultant will provide more guidance on what forms to complete after receiving the award.

Q8. I do not see that detailed objectives are required to be submitted. Is this correct?

A8. Yes.

Q9. Work plan template. Where is this form?

A9. The Program Consultant will provide the work plan template to the award recipients after the award has been announced. This is noted in the RFP on page 16 (Section C.3.4.).

Q10. We have not needed workmen compensation previously. Does this mean we need the insurance when we bid or can it be done if we receive the bid?

A10. If applicant has no workmen compensation, fill out and notarize the Affidavit of Independent Contractor Status form on page 23 on the RFP. If workmen compensation is available, applicant does not have to fill out this form.

Q11. The amendment is the set of questions posted that we need to print off and attach to bid package?

A11. Yes.

Q12. Given funding is for 2 projects, what is the expected "REACH" of the Legacy mini-grant project? Is there a population max or recommended population size?

A12. The project can be on one health topic. For instance, project can be on commercial tobacco use or physical activity. No, there is no recommended population size. Applicants can describe their intended target population in the proposal. There is no parameter set as long as the proposal will benefit and impact the American Indians population.

Q13. Does project focus on all areas or can it focus on one?

A13. Project can focus on one or all of the three health topics listed in the RFP.

Q14. Can the response to the RFP packet be emailed?

A14. No. The response to the RFP packet will need to be mailed or hand delivered in a sealed envelope and received in hand by the procuring agency by the due date. For more detail about the submission, refer to page 5 (Section A.2.2.) in the RFP.

Q15. Are there examples on the web of other funded CDC programs, not necessarily in Oklahoma, dealing with Native American communities?

A15. Yes, there are examples on the web. After award has been funded, the Program Consultant and assigned mentor will offer successful examples and connect grantees with other CDC programs that are working on similar projects.

Q16. Is there a page limit on the length of the project narrative?

A16. No.

Q17. May the bidder organization apply on behalf of a set of consortium members and include these partner organizations in their project budget- e.g. distribution of supplies?

A17. Yes.

Q18. Where do we get "location #" for change request form for new bank account?

A18. The location number will be "1".

Q19. Does the awarded contractor have input into the mentor they are assigned to?

A19. Yes.

Q20. May we write for up to \$50,000 in funding, but still be considered for a lesser amount – with a corresponding scaling back of the scope of the project?

A20. Yes.

Q21. What is recommended time frame for evaluations?

A21. The Legacy Mini Grantees are required to submit a report during the project period. Written reports, consultation and site visits will constitute the program evaluation. The University Of Oklahoma College Of Public Health has been contracted by the OSDH to perform the evaluation. Mini-Legacy Programs will not conduct their own evaluation activities.

Q22. What is recommended amount of funding allowable for salaries/FTEs?

A22. There is no recommended salary level. The Oklahoma State Department of Health recognizes that each organization or tribal partner applying for this RFP may have their own salary standards. Funding for a full time employee (FTE) is allowed.

Q23. What is recommended allocation for travel?

A23. There is no recommended travel allocation. Upon receiving the award, grantees will be traveling to meet with mentors and Program Consultant on a regular basis. Travel should be accounted for on the budget form.

Q24. If a speaker fee is included in budget, does an individual contract need to be included in grant application?

A24. No.

Q25. Vendor registration fee of \$25.00 payable to who and when?

A25. Registration fee is not needed when submitting the response to the RFP. Only the grantees awarded need to pay the registration fee. More guidance will be given on how to pay the registration fee once award has been announced.

Q26. Where do we find the "family codes"?

A26. The family code will be provided in the amendment which will be posted online by October 26, 2012.

Family code for this RFP is 80101604 Project Admin/Planning

Q27. Can we have a better or more in-depth explanation of the commodity class?

A27. For more information on this and vendor registration, refer to http://www.ok.gov/DCS/Central_Purchasing/Vendor_Registration/index.html.

Q28. If we want to pay non-staff for their contributions of time, talent and services, can this be paid as a "stipend" or must it be a contractual item? If this is to be paid as a stipend, would it be considered as "other" item?

A28. Written response will be provided in the amendment upon seeking legal advice. Amendment will be posted online by October 26, 2012.

Non-staff must be paid through a sub-contract. Note that sub-contractors must meet all of the requirements of the awarded organization's contract with the State Health Department. Sub-contracts must be pre-approved by the OSDH.

Q29. May programmatic-related supplies include sporting "equipment", such as soccer balls, volleyballs, nets, goals, stickball sticks, community gardening supplies?

A29. Yes.

Q30. Is this contract for a performance period of 4 months? Will funding end March 31, 2013?

A30. Yes.

Q31. What is the VEN ID number? We are a tribe.

A31. The Vendor ID is a number assigned in our PeopleSoft Data Base System for payment of claims, etc. It is a number assigned to all suppliers who do business with the State of Oklahoma. IF you do not know whether or not you have a Vendor ID Number you may e-mail me your FEI # and I can check for you. IF you don't have a vendor ID number then you will need to complete an OSF vendor form 115. Complete the form and either fax (405/271-1789) or e-mail to RubyS@health.ok.gov.

Q32. On the Certification for Competitive Bid or contract, we are the Supplier?

A32. Yes.

Q33. What is the Solicitation or Purchase order number?

A33. Solicitation number for the Legacy Mini Grant is 3400001136.

Q34. Can we just show up to the non-mandatory bid conference? No Registration needed?

A34. Yes, no registration is needed for the non-mandatory bid conference. Applicants will get to ask questions related to the RFP. Questions and answers discussed at the bid conference will be posted online as amendment no later than October 26, 2012.

Q35. Do we need to fill out as much as we can on the FFATA form at this point?

A35. Yes. .

Q36. What is the Amendment of Solicitation and do we need to fill this out?

A36. The amendment consists of the list of questions and answers communicated while the RFP is posted. It will be published on the website no later than Oct 26, 2012. All applicants are required to print, sign, and submit a copy of the amendment along with the other documents required in the response to the RFP.

Q37. IDC is allowed in the application, correct?

A37. Yes.

Q38. I have filled out a "Vendor/Payee" Form and plan to fax it to OMES. Will our facility then have a "VEN ID"?

A38. Yes.

Q39. I have created an account on the www.sos.ok.gov site for our facility, but do not see a "Filing Number", please advise.

A39. On website, if you have just applied it may take a few days. You will have to check with the Secretary of State for questions related to this issue.

Q40. I am planning on attending the meeting on Oct 22. Can you give me an approximate time the meeting will be over? I am requesting travel at this time.

A40. The program area stated that they hope to be done no later than 4 pm. It will depend on the number of people that come and the number of questions.

Q41. After reviewing the prospectus, this grant seems to be moving into its fourth year of services. Could you tell me what programs have been put in place since the initiation of this grant?

A41. The REACH US programs consist of the Absentee Shawnee Tribe, Pawnee Nation, Choctaw Nation, Indian Health Care Resource Center of Tulsa, and Cheyenne & Arapaho Tribes.

The previous Legacy Projects awardees were the Association of American Indian Physicians, Central Oklahoma Integrated Network System, Northeastern Tribal Health System Diabetes Program, Central Oklahoma American Indian Health Council (OKC Indian Clinic), El Paso Diabetes Association, Muscogee (Creek) Nation, and Native Youth Preventing Diabetes Corporation.

Q42. I would also appreciate knowing more about how you foresee the funding being distributed and used in the short window of time available to deliver those services as stipulated in the grant. If I read correctly, from initiation to completion, this grant cycle appears to be less than 6 months from today. Is that correct?

A42. Yes.

Q44. I have applied for a vendor number but have not received it as of this date and have tried to go on the Online Registration but can't go any further w/o it.

A44. Please fill out the OSF Vendor Payee Form and either fax or e-mail to me or send me your FEI # and I will check for you.

Q45. In regards to the Financial Capability Affidavit, is it proper to have our Comptroller sign this document then have our elected tribal secretary notarize it? That is usually our procedure when there is an affidavit needed.

A45. All documents are to be signed by the ones who have authority to sign for the entity applying for the RFP.

b. All other terms and conditions remain unchanged.

Supplier Company Name (**PRINT**)

Date

Authorized Representative Name (**PRINT**)

Title

Authorized Representative Signature