



**State of Oklahoma
Oklahoma State Bureau of
Investigation**

Amendment of Solicitation

Date of Issuance: 07-24-2015

Solicitation No. 3080000342

Requisition No. _____

Amendment No. 1

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

Pursuant to OAC 580:16-7-30(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:

OSBI
Cheryl Gibbon
6600 N. Harvey PI
OKC, OK 73116 -
or

Cheryl Gibbon
Contracting Officer

(405) - 879 - 2649
Phone Number

Personal or Common Carrier Delivery:

OSBI
CHeryl Gibbon
6600 N. Harvey PI
OKC,OK 73116 -

cheryl.gibbon@osbi.ok.gov
E-Mail Address

Description of Amendment:

a. This is to incorporate the following:

- C.2.1.4. One (1) Integrators ToolKit-Complete Laserfiche Software Assurance Plan (LSAP) Basic.
- C.2.1.5. Sixty (60) Full User.
- C.2.1.7. One (1) Laserfiche Snapshot 25+ User Laserfiche Software Assurance Plan (LSAP).
- C.2.1.8. Two (2) Scanconnect, 10 Pack Laserfiche Software Assurance Plan (LSAP).

PLEASE SIGN THIS FORM AND RETURN IT WITH THE COMPLETED SIGNED SOLICITATION. WE NEED ALL PAPER WORK SIGN AND FILLED OUT CORRECTLY AND TO BE RETURNED FOR THE BID TO BE COMPLETE.

b. All other terms and conditions remain unchanged.

Supplier Company Name (**PRINT**) _____ Date _____

Authorized Representative Name (**PRINT**) _____ Title _____ Authorized Representative Signature _____

automatically. Bid responses must include proposed rates for providing this same level of service for years two through five.

C. SOLICITATION SPECIFICATIONS

C.1. PURPOSE

It is the intent of the OSBI to purchase software maintenance, upgrades, patch updates, subscriptions and support from a reseller partner that handles Laserfiche subscriptions and support.

Contract will be effective from Date of Award through June 30th, 2016 with four (4) additional 12-month options to renew under the same terms and conditions.

C.2. DELIVERABLES

- C.2.1.1. One (1) Annual Laserfiche Software Assurance Plan.
- C.2.1.2. One (1) WebLink Laserfiche Software Assurance Plan (LSAP) Basic
- C.2.1.3. One (1) Plus Plug-in Laserfiche Software Assurance Plan (LSAP) Basic
- C.2.1.4. ~~Sixty (60)~~ ^{one} Integrators ToolKit-Complete Laserfiche Software Assurance Plan (LSAP) Basic
- C.2.1.5. ~~One (1)~~ ⁶⁰ Full User
- C.2.1.6. One (1) Laserfiche E-Mail Plug-in 25+ User Laserfiche Software Assurance Plan (LSAP)
- C.2.1.7. ~~Two (2)~~ ^{one} Laserfiche Snapshot 25+ User Laserfiche Software Assurance Plan (LSAP)
- C.2.1.8. ~~One (1)~~ ^{Two} Scanconnect, 10 Pack Laserfiche Software Assurance Plan (LSAP)
- C.2.1.9. One (1) Zone OCR Laserfiche Software Assurance Plan (LSAP) Basic
- C.2.1.10. One (1) Bar Code Laserfiche Software Assurance Plan (LSAP) Basic
- C.2.1.11. One (1) Quick Fields Laserfiche Software Assurance Plan (LSAP) Basic
- C.2.1.12. One (1) Standard Server for MS SQL Laserfiche Software Assurance Plan (LSAP) Basic
- C.2.1.13. One (1) Web Access Laserfiche Software Assurance Plan (LSAP) Basic
- C.2.1.14. One (1) Workflow Laserfiche Software Assurance Plan (LSAP) Basic
- C.2.1.15. One (1) Forms Recognition Laserfiche Software Assurance Plan (LSAP) Basic.
- C.2.1.16. Phone support from Engineers,
- C.2.1.17. 2nd Level support from Laserfiche through supplier consulting,
- C.2.1.18. 24/7 access to the knowledge Base Article,
- C.2.1.19. Discussion forums and education resources on the Laserfiche Support Site,
- C.2.1.20. Access to new releases & product updates from the Laserfiche Support Site,
- C.2.1.21. Two (2) Laserfiche CPP courses.

D. EVALUATION

- D.1. Bids shall first be evaluated based on the mandatory administration requirements such as incomplete forms, improper form entries, improper alterations, absence of company

authorized signature, absence of notary signature and seal, failure of acknowledging amendments, additional bidder terms and conditions, incomplete confirmation of onsite inspection, and absence of or incomplete onsite inspection form. Bidders that do not fully meet mandatory administration requirements, and do not submit and complete documents and information required shall be deemed as non-responsive and shall not be considered further.

- D.2.** The OSBI shall evaluate bids in response to the solicitation and will award a contract to the supplier whose bid is determined to be the lowest and best responsive bid from a responsible bidder. Past performance shall be based on information provided by the supplier and any other information the State of Oklahoma may obtain by following up on the information provided by the supplier and/or through other sources (i.e., Supplier's performance on previously awarded delivery orders/contracts and/or contracts with other State entities, reference responses, etc).

E. INSTRUCTIONS TO SUPPLIER

- E.1.** All questions must be sent to OSBI Purchasing Agent; Cheryl Gibbon by e-mail at cheryl.gibbon@osbi.ok.gov at least seven (7) days prior to close of bid.

F. CHECKLIST

- F.1.** Responding Bidder Information Form (Page 2 of OMES-Form-CP-076SA).
- F.2.** Non-Collusion Certification Form (Page 3 of OMES-Form CP-004SA).
- F.3.** Bidder Response Form (Page 21)
- F.4.** Envelope – Insert the name and address of the bidder in the upper left corner of the single envelope, package or container. ITB Number must appear on the face of the single envelope.
- F.5.** Initial in ink, each alteration
- F.6.** All amendments signed (if applicable)

G. OTHER

None

H. PRICE AND COST

- H.1.** See Bidder Response Form (Page 13)