



State of Oklahoma  
Office of Management and Enterprise Services  
Central Purchasing Division

Solicitation

1. Solicitation #: 0900000139 REVISED

2. Solicitation Issue Date: 5/09/2014

3. Brief Description of Requirement:

***2014 OpenRange RoundUp Conference***

***Optional Dates: Tuesday Oct. 21, Wednesday, Oct. 22, Thursday Oct. 23, OR  
Tuesday Oct. 28, Wednesday, Oct. 29, Thursday Oct. 30, 2014***

NOTE TO VENDORS: THIS SUPERCEDES THE RFP THAT WAS SENT AND POSTED ON 5/8/2014. PLEASE MAKE SURE TO READ THE ENTIRE RFP BECAUSE THERE ARE SEVERAL CHANGES.

4. Response Due Date<sup>1</sup>: 5/29/2014

Time: 3:00 PM CST/CDT

5. Issued By and RETURN SEALED BID TO:

**Personal or Common Carrier Delivery or U.S. Postal Delivery:**

Office of Management and Enterprise Services  
Central Purchasing Division  
Will Rogers Building  
2401 N. Lincoln Blvd, Suite 116,  
Oklahoma City, OK 73105

6. Solicitation Type (check one below):

- ☐ Invitation to Bid  
☒ Request for Proposal  
☐ Request for Quote

7. Requesting Agency: Office of Management & Enterprise Services

8. Contracting Officer:

Name: Kathy Hallum

Phone: (405) 521-3835

Email: Kathy.hallum@omes.ok.gov

<sup>1</sup> Amendments to solicitation may change the Response Due Date (read CP GENERAL PROVISIONS, section 3, "Solicitation Amendments")



State of Oklahoma  
Office of Management and Enterprise Services  
Central Purchasing Division

Responding Bidder Information

*"Certification for Competitive Bid and Contract" **MUST** be submitted along with the response to the Solicitation.*

1. **RE: Solicitation #** 0900000139

2. **Bidder General Information:**

FEI / SSN : \_\_\_\_\_

VEN ID: \_\_\_\_\_

Company Name: \_\_\_\_\_

3. **Bidder Contact Information:**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ FAX#: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

4. **Oklahoma Sales Tax Permit<sup>2</sup>:**

☐ YES – Permit #: \_\_\_\_\_

☐ NO – Exempt pursuant to Oklahoma Laws or Rules

5. **Registration with the Oklahoma Secretary of State:**

☐ YES - Filing Number: \_\_\_\_\_

☐ NO - Prior to the contract award, the successful bidder will be required to register with the Secretary of State or must attach a signed statement that provides specific details supporting the exemption the supplier is claiming ([www.sos.ok.gov](http://www.sos.ok.gov) or 405-521-3911).

6. **Workers' Compensation Insurance Coverage:**

Bidder is required to provide with the bid a certificate of insurance showing proof of compliance with the Oklahoma Workers' Compensation Act.

☐ YES – include a certificate of insurance with the bid

☐ NO - attach a signed statement that provides specific details supporting the exemption you are claiming from the Workers' Compensation Act (Note: Pursuant to Attorney General Opinion #07-8, the exemption from 85 O.S. 2011, § 311 applies only to employers who are natural persons, such as sole proprietors, and does not apply to employers who are entities created by law, including but not limited to corporations, partnerships and limited liability companies.)<sup>3</sup>

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

<sup>2</sup> For frequently asked questions concerning Oklahoma Sales Tax Permit, see <http://www.tax.ok.gov/faq/faqbusssales.html>

<sup>3</sup> For frequently asked questions concerning workers' compensation insurance, see <http://www.ok.gov/oid/faqs.html#c221>



State of Oklahoma  
Office of Management and Enterprise Services  
Central Purchasing Division

Certification for Competitive  
Bid and/or Contract  
(Non-Collusion Certification)

**NOTE:** A certification shall be included with any competitive bid and/or contract exceeding \$5,000.00 submitted to the State for goods or services.

Solicitation or Purchase Order #: 0900000139

Supplier Legal Name:

**SECTION I [74 O.S. § 85.22]:**

A. For purposes of competitive bid,

1. I am the duly authorized agent of the above named bidder submitting the competitive bid herewith, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to said bid;
2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and
3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party:
  - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
  - b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
  - c. in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

B. I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this contract herein.

**SECTION II [74 O.S. § 85.42]:**

For the purpose of a contract for services, the supplier also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the supplier to fulfill any of the services provided for under said contract.

The undersigned, duly authorized agent for the above named supplier, by signing below acknowledges this certification statement is executed for the purposes of:

☐ the competitive bid attached herewith and contract, if awarded to said supplier;

**OR**

☐ the contract attached herewith, which was not competitively bid and awarded by the agency pursuant to applicable Oklahoma statutes.

Supplier Authorized Signature

Certified This Date

Printed Name

Title

Phone Number

Email

Fax Number

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## **A. GENERAL PROVISIONS**

### **A.1. Definitions**

As used herein, the following terms shall have the following meaning unless the context clearly indicates otherwise:

- A.1.1. "Acquisition" means items, products, materials, supplies, services, and equipment a state agency acquires by purchase, lease purchase, lease with option to purchase, or rental pursuant to the Oklahoma Central Purchasing Act;
- A.1.2. "Bid" means an offer in the form of a bid, proposal, or quote a bidder submits in response to a solicitation;
- A.1.3. "Bidder" means an individual or business entity that submits a bid in response to a solicitation;
- A.1.4. "Solicitation" means a request or invitation by the State Purchasing Director or a state agency for a supplier to submit a priced offer to sell acquisitions to the state. A solicitation may be an invitation to bid, request for proposal, or a request for quotation; and
- A.1.5. "Supplier" or "vendor" means an individual or business entity that sells or desires to sell acquisitions to state agencies.

### **A.2. Bid Submission**

- A.2.1. Submitted bids shall be in strict conformity with the instructions to bidders and shall be submitted with a completed Responding Bidder Information, OMES-FORM-CP-076, and any other forms required by the solicitation.
- A.2.2. Bids shall be submitted to the Central Purchasing Division in a single envelope, package, or container and shall be sealed, unless otherwise detailed in the solicitation. The name and address of the bidder shall be inserted in the upper left corner of the single envelope, package, or container. SOLICITATION NUMBER AND SOLICITATION RESPONSE DUE DATE AND TIME MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.
- A.2.3. The required certification statement, "Certification for Competitive Bid and/or Contract (Non-Collusion Certification)", OMES-FORM-CP-004, must be made out in the name of the bidder and must be properly executed by an authorized person, with full knowledge and acceptance of all its provisions.
- A.2.4. All bids shall be legible and completed in ink or with electronic printer or other similar office equipment. Any corrections to bids shall be identified and initialed in ink by the bidder. Penciled bids and penciled corrections shall NOT be accepted and will be rejected as non-responsive. In addition to a hard copy submittal, the bidder will also be required to submit an electronic copy. Electronic responses must be submitted in the identical format contained in the solicitation (for example Microsoft Word, Microsoft Excel, but not Adobe PDF). In the event the hard copy of the price worksheets and electronic copy of the price worksheets do not agree, the electronic copy will prevail.
- A.2.5. All bids submitted shall be subject to the Oklahoma Central Purchasing Act, Central Purchasing Rules, and other statutory regulations as applicable, these General Provisions, any Special Provisions, solicitation specifications, required certification statement, and all other terms and conditions listed or attached herein—all of which are made part of this solicitation.

### **A.3. Solicitation Amendments**

- A.3.1. If an "Amendment of Solicitation", OMES-FORM-CP-011, is issued, the bidder shall acknowledge receipt of any/all amendment(s) to solicitations by signing and returning the solicitation amendment(s). Amendment acknowledgement(s) may be submitted with the bid or may be forwarded separately. If forwarded separately, amendment acknowledgement(s) must contain the solicitation number and response due date and time on the front of the envelope. The Central Purchasing Division must receive the amendment acknowledgement(s) by the response due date and time specified for receipt of bids for the bid to be deemed responsive. Failure to acknowledge solicitation amendments may be grounds for rejection.
- A.3.2. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the solicitation. All amendments to the solicitation shall be made in writing by the Central Purchasing Division.
- A.3.3. It is the Bidder's responsibility to check the OMES/Central Purchasing Division website frequently for any possible amendments that may be issued. The Central Purchasing Division is not responsible for a bidder's failure to download any amendment documents required to complete a solicitation.

#### **A.4. Bid Change**

If the bidder needs to change a bid prior to the solicitation response due date, a new bid shall be submitted to the Central Purchasing Division with the following statement "This bid supersedes the bid previously submitted" in a single envelope, package, or container and shall be sealed, unless otherwise detailed in the solicitation. The name and address of the bidder shall be inserted in the upper left corner of the single envelope, package, or container. SOLICITATION NUMBER AND SOLICITATION RESPONSE DUE DATE AND TIME MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.

#### **A.5. Certification Regarding Debarment, Suspension, and Other Responsibility Matters**

By submitting a response to this solicitation:

- A.5.1. The prospective primary participant and any subcontractor certifies to the best of their knowledge and belief, that they and their principals or participants:
  - A.5.1.1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal, State or local department or agency;
  - A.5.1.2. Have not within a three-year period preceding this proposal been convicted of or pled guilty or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) contract; or for violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - A.5.1.3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph A.5.1.2. of this certification; and
  - A.5.1.4. Have not within a three-year period preceding this application/proposal had one or more public (Federal, State, or local) contracts terminated for cause or default.
- A.5.2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to its solicitation response.

#### **A.6. Bid Opening**

Sealed bids shall be opened by the Central Purchasing Division at the Will Rogers Building, 2401 N. Lincoln Blvd. First Floor, Suite 116, Oklahoma City, Oklahoma, 73105 at the time and date specified in the solicitation as Response Due Date and Time.

#### **A.7. Open Bid / Open Record**

Pursuant to the Oklahoma Public Open Records Act, a public bid opening does not make the bid(s) immediately accessible to the public. The procurement or contracting agency shall keep the bid(s) confidential, and provide prompt and reasonable access to the records only after a contract is awarded or the solicitation is cancelled. This practice protects the integrity of the competitive bid process and prevents excessive disruption to the procurement process. The interest of achieving the best value for the State of Oklahoma outweighs the interest of vendors immediately knowing the contents of competitor's bids. [51 O.S. § 24A.5(5)]

Additionally, financial or proprietary information submitted by a bidder may be designated by the Purchasing Director as confidential and the procurement entity may reject all requests to disclose information designated as confidential pursuant to 62 O.S. (2012) § 34.11.1(H)(2) and 74 O.S. (2011) § 85.10. Bidders claiming any portion of their bid as proprietary or confidential must specifically identify what documents or portions of documents they consider confidential and identify applicable law supporting their claim of confidentiality. The State Purchasing Director shall make the final decision as to whether the documentation or information is confidential pursuant to 74 O.S. § 85.10. Otherwise, documents and information a bidder submits as part of or in connection with a bid are public records and subject to disclosure after contract award or the solicitation is cancelled.

#### **A.8. Late Bids**

Bids received by the Central Purchasing Division after the response due date and time shall be deemed non-responsive and shall NOT be considered for any resultant award.

#### **A.9. Legal Contract**

- A.9.1. Submitted bids are rendered as a legal offer and any bid, when accepted by the Central Purchasing Division, shall constitute a contract.
- A.9.2. The Contract resulting from this solicitation may consist of the following documents in order of preference:
  - A.9.2.1. Purchase order, as amended by Change Order (if applicable);
  - A.9.2.2. Solicitation, as amended (if applicable); and
  - A.9.2.3. Successful bid (including required certifications), to the extent the bid does not conflict with the requirements of the solicitation or applicable law.

A.9.3. Any contract(s) awarded pursuant to the solicitation shall be legibly written or typed.

#### **A.10. Pricing**

A.10.1. Bids shall remain firm for a minimum of sixty (60) days from the solicitation closing date.

A.10.2. Bidders guarantee unit prices to be correct.

A.10.3. In accordance with 74 O.S. §85.40, ALL travel expenses to be incurred by the supplier in performance of the Contract shall be included in the total bid price/contract amount.

#### **A.11. Manufacturers' Name and Approved Equivalents**

Unless otherwise specified in the solicitation, manufacturers' names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. Bidder may offer any brand for which they are an authorized representative, and which meets or exceeds the specification for any item(s). However, if bids are based on equivalent products, indicate on the bid form the manufacturer's name and number. Bidder shall submit sketches, descriptive literature, and/or complete specifications with their bid. Reference to literature submitted with a previous bid will not satisfy this provision. The bidder shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. Bids that do not comply with these requirements are subject to rejection.

#### **A.12. Clarification of Solicitation**

A.12.1. Clarification pertaining to the contents of this solicitation shall be directed in writing to the Central Purchasing Contracting Officer specified in the solicitation.

A.12.2. If a bidder fails to notify the State of an error, ambiguity, conflict, discrepancy, omission or other error in the SOLICITATION, known to the bidder, or that reasonably should have been known by the bidder, the bidder shall submit a bid at its own risk; and if awarded the contract, the bidder shall not be entitled to additional compensation, relief, or time, by reason of the error or its later correction. If a bidder takes exception to any requirement or specification contained in the SOLICITATION, these exceptions must be clearly and prominently stated in their response.

A.12.3. Bidders who believe proposal requirements or specifications are unnecessarily restrictive or limit competition may submit a written request for administrative review to the State prior to the closing date.

#### **A.13. Rejection of Bid**

The State reserves the right to reject any bids that do not comply with the requirements and specifications of the solicitation. A bid may be rejected when the bidder imposes terms or conditions that would modify requirements of the solicitation or limit the bidder's liability to the State. Other possible reasons for rejection of bids are listed in OAC 580:16-7-32.

#### **A.14. Award of Contract**

A.14.1. The State Purchasing Director may award the Contract to more than one bidder by awarding the Contract(s) by item or groups of items, or may award the Contract on an ALL OR NONE basis, whichever is deemed by the State Purchasing Director to be in the best interest of the State of Oklahoma.

A.14.2. Contract awards will be made to the lowest and best bidder(s) unless the solicitation specifies that best value criteria is being used.

A.14.3. In order to receive an award or payments from the State of Oklahoma, suppliers must be registered. The vendor registration process can be completed electronically through the OMES website at the following link: <https://www.ok.gov/dcs/vendors/index.php>.

#### **A.15. Contract Modification**

A.15.1. The Contract is issued under the authority of the State Purchasing Director who signs the Contract. The Contract may be modified only through a written Contract Modification, signed by the State Purchasing Director.

A.15.2. Any change to the Contract, including but not limited to the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by a person who is not specifically authorized by the Central Purchasing Division in writing, or made unilaterally by the supplier, is a breach of the Contract. Unless otherwise specified by applicable law or rules, such changes, including unauthorized written Contract Modifications, shall be void and without effect, and the supplier shall not be entitled to any claim under this Contract based on those changes. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the resultant Contract.

#### **A.16. Delivery, Inspection and Acceptance**

A.16.1. Unless otherwise specified in the solicitation or awarding documents, all deliveries shall be F.O.B. Destination. The bidder(s) awarded the Contract shall prepay all packaging, handling, shipping and delivery charges and firm

prices quoted in the bid shall include all such charges. All products and/or services to be delivered pursuant to the Contract shall be subject to final inspection and acceptance by the State at destination. "Destination" shall mean delivered to the receiving dock or other point specified in the purchase order. The State assumes no responsibility for goods until accepted by the State at the receiving point in good condition. Title and risk of loss or damage to all items shall be the responsibility of the supplier until accepted by the receiving agency. The supplier(s) awarded the Contract shall be responsible for filing, processing, and collecting any and all damage claims accruing prior to acceptance.

- A.16.2. Supplier(s) awarded the Contract shall be required to deliver products and services as bid on or before the required date. Deviations, substitutions or changes in products and services shall not be made unless expressly authorized in writing by the Central Purchasing Division.

#### **A.17. Invoicing and Payment**

- A.17.1. Pursuant to 74 O.S. §85.44(B), invoices will be paid in arrears after products have been delivered or services provided.

- A.17.2. Interest on late payments made by the State of Oklahoma is governed by 62 O.S. §34.71 and 62 O.S. §34.72.

#### **A.18. Tax Exemption**

State agency acquisitions are exempt from sales taxes and federal excise taxes. Bidders shall not include these taxes in price quotes.

#### **A.19. Audit and Records Clause**

- A.19.1. As used in this clause, "records" includes books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form. In accepting any Contract with the State, the successful bidder(s) agree any pertinent State or Federal agency will have the right to examine and audit all records relevant to execution and performance of the resultant Contract.

- A.19.2. The successful bidder(s) awarded the Contract(s) is required to retain records relative to the Contract for the duration of the Contract and for a period of seven (7) years following completion and/or termination of the Contract. If an audit, litigation, or other action involving such records is started before the end of the seven (7) year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved, or until the end of the seven (7) year retention period, whichever is later.

#### **A.20. Non-Appropriation Clause**

The terms of any Contract resulting from the solicitation and any Purchase Order issued for multiple years under the Contract are contingent upon sufficient appropriations being made by the Legislature or other appropriate government entity. Notwithstanding any language to the contrary in the solicitation, purchase order, or any other Contract document, the procuring agency may terminate its obligations under the Contract if sufficient appropriations are not made by the Legislature or other appropriate governing entity to pay amounts due for multiple year agreements. The Requesting (procuring) Agency's decisions as to whether sufficient appropriations are available shall be accepted by the supplier and shall be final and binding.

#### **A.21. Choice of Law**

Any claims, disputes, or litigation relating to the solicitation, or the execution, interpretation, performance, or enforcement of the Contract shall be governed by the laws of the State of Oklahoma.

#### **A.22. Choice of Venue**

Venue for any action, claim, dispute or litigation relating in any way to the Contract shall be in Oklahoma County, Oklahoma.

#### **A.23. Termination for Cause**

- A.23.1. The supplier may terminate the Contract for default or other just cause with a 30-day written request and upon written approval from the Central Purchasing Division. The State may terminate the Contract for default or any other just cause upon a 30-day written notification to the supplier.
- A.23.2. The State may terminate the Contract immediately, without a 30-day written notice to the supplier, when violations are found to be an impediment to the function of an agency and detrimental to its cause, when conditions preclude the 30-day notice, or when the State Purchasing Director determines that an administrative error occurred prior to Contract performance.
- A.23.3. If the Contract is terminated, the State shall be liable only for payment for products and/or services delivered and accepted.

#### **A.24. Termination for Convenience**



- A.24.1. The State may terminate the Contract, in whole or in part, for convenience if the State Purchasing Director determines that termination is in the State's best interest. The State Purchasing Director shall terminate the Contract by delivering to the supplier a Notice of Termination for Convenience specifying the terms and effective date of Contract termination. The Contract termination date shall be a minimum of 60 days from the date the Notice of Termination for Convenience is issued by the State Purchasing Director.
- A.24.2. If the Contract is terminated, the State shall be liable only for products and/or services delivered and accepted, and for costs and expenses (exclusive of profit) reasonably incurred prior to the date upon which the Notice of Termination for Convenience was received by the supplier.

#### **A.25. Insurance**

The successful bidder(s) awarded the Contract shall obtain and retain insurance, including workers' compensation, automobile insurance, medical malpractice, and general liability, as applicable, or as required by State or Federal law, prior to commencement of any work in connection with the Contract. The supplier awarded the Contract shall timely renew the policies to be carried pursuant to this section throughout the term of the Contract and shall provide the Central Purchasing Division and the procuring agency with evidence of such insurance and renewals.

#### **A.26. Employment Relationship**

The Contract does not create an employment relationship. Individuals performing services required by this Contract are not employees of the State of Oklahoma or the procuring agency. The supplier's employees shall not be considered employees of the State of Oklahoma nor of the procuring agency for any purpose, and accordingly shall not be eligible for rights or benefits accruing to state employees.

#### **A.27. Compliance with the Oklahoma Taxpayer and Citizen Protection Act of 2007**

By submitting a bid for services, the bidder certifies that they, and any proposed subcontractors, are in compliance with 25 O.S. §1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security and available at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

#### **A.28. Compliance with Applicable Laws**

The products and services supplied under the Contract shall comply with all applicable Federal, State, and local laws, and the supplier shall maintain all applicable licenses and permit requirements.

#### **A.29. Special Provisions**

Special Provisions set forth in SECTION B apply with the same force and effect as these General Provisions. However, conflicts or inconsistencies shall be resolved in favor of the Special Provisions.

## **B. SPECIAL PROVISIONS**

### **B.1. Indefinite Quantity**

- B.1.1.** This contract is for an indefinite quantity and the State may or may not buy the quantities mentioned. The quantities is an approximation number of attendees based on historical information.

### **B.2. Insurance**

- B.2.1.** The vendor agrees to carry liability, fire, burglary or other insurance necessary in the amount sufficient to protect vendor from any claims arising from activities due to vendor's negligence conducted in the hotel. OMES OpenRange is covered by the State of Oklahoma's self-insurance.

### **B.3. American with Disabilities Act**

- B.3.1.** The vendor shall provide to the extent required by the Americans with Disabilities Act, such auxiliary aids and/or services as may be reasonably requested by OMES OpenRange, provided that OMES OpenRange gives reasonable advance written notice to the vendor of such needs. OMES OpenRange shall be responsible for the cost of any auxiliary aids and services (including engagement of and payment of specialized service providers, such as sign language interpreters), other than those types and quantities typically maintained by the vendor.

### **B.4. Management Change**

- B.4.1.** In the event the vendor experiences a change of management or ownership after this contract has been awarded, the vendor shall promptly notify OMES OpenRange. Any successor management or owner of the Hotel shall be bound by the terms of this contract.

### **B.5. Qualified Vendor**

- B.5.1.** Qualified Vendor is to be a hotel that can provide all functions as described in this RFP. The OKC Metro Area is preferred due to the number of state agency personnel that will be attending in addition to the parking and exhibit space needed. The awarded PO resulting from this RFP will be between the State and the awarded vendor; not through a third party.

## **C. SOLICITATION SPECIFICATIONS**

### **C.1. Specifications**

- C.1.1.** See attached pricing sheets for requirements and pricing. Pricing sheets are to be completed and returned with the RFP.

### **C.2. Security and Safety**

- C.2.1.** The Hotel warrants that it maintains and shall maintain adequate security for the safety of OMES OpenRange guests and their property. Hotel shall lock meeting space and Vendor Exhibit Hall when unused; however, the Hotel is not responsible for the safekeeping of equipment, supplies, written materials or other valuable items left in the function rooms subject to Hotel's liability under applicable law.
- C.2.2.** Fire, Health, and Safety: Hotel warrants that it is in compliance with all applicable local, state, and federal fire health, and safety laws and codes.

### **C.3. Site Visit**

- C.3.1.** During the evaluation process, OMES OpenRange may require a site visit.

## **D. EVALUATION**

- D.1.** This RFP will be evaluated as best value in accordance with Title 74, §85. The best value criteria is listed and below and proposals will be reviewed and awarded based on the following evaluation criteria:

**D.1.1.** Size and area of:

- D.1.1.1.** Vendor Exhibits
- D.1.1.2.** General Session Rooms
- D.1.1.3.** Breakout Rooms

- D.1.2. Parking
- D.1.3. WIFI
- D.1.4. Audio Visual
- D.1.5. Catering
- D.1.6. Cost

## **D.2. Negotiations**

- D.2.1. In accordance with Title 74 §85.5, the State of Oklahoma reserves the right to negotiate with one, selected, all or none of the vendors responding to this solicitation to obtain the best value for the State. Negotiations could entail discussions on products, services, pricing, contract terminology or any other issue that may mitigate the State's risks. The State shall consider all issues negotiable and not artificially constrained by internal corporate policies. Negotiation may be with one or more vendors, for any and all items in the vendor's offer.
- D.2.2. Firms that contend that they lack flexibility because of their corporate policy on a particular negotiation item shall face a significant disadvantage and may not be considered. If such negotiations are conducted, the following conditions shall apply:
- D.2.3. Negotiations may be conducted in person, in writing, or by telephone.
- D.2.4. Negotiations shall only be conducted with potentially acceptable offers. The State reserves the right to limit negotiations to those offers that received the highest rankings during the initial evaluation phase.
- D.2.5. Terms, conditions, prices, methodology, or other features of the offeror's offer may be subject to negotiations and subsequent revision. As part of the negotiations, the offeror may be required to submit supporting financial, pricing, and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the offer.
- D.2.6. The requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the State determines that a change in such requirements is in the best interest of the State Of Oklahoma.

## **E. INSTRUCTIONS TO SUPPLIER**

### **E.1. Questions**

- E.1.1. Questions regarding this RFP are due no later than Wednesday, May 14, 2014 at 3:00 p.m. Central Time. Questions must be in writing and are to be emailed to [kathy.hallum@omes.ok.gov](mailto:kathy.hallum@omes.ok.gov). Questions received after this date and time will not be answered.

### **E.2. Copies**

- E.2.1. Vendor is to provide two (2) electronic copies of their complete response, to include scanned images of the required signed forms. Electronic copy can be in Word, Excel, or PDF format; but, is to be an unprotected document provided on a CD. Original hard copies are not required or preferred. This overrides hard copy submittal requirements of A.2.4. Please ensure that your CD's are marked clearly with the RFP Number. Faxed or emailed responses will not be accepted.

## **F. CHECKLIST**

None

## **G. OTHER**

None

## **H. PRICE AND COST**

### **H.1. Pricing Sheets & Requirements**

- H.1.1. See attached pricing sheets and requirements. These are to be completed and returned with your RFP. Please note that if a vendor cannot bid on a section please put an explanation in the Notes section. OMES OpenRange

realizes that not all vendors may be able to bid on all items therefore that is why the request for the explanation if you are not able to.

- H.1.2.** This contract may be multiple awarded to ensure complete coverage of all areas.

## PRICE SHEET AND REQUIREMENTS

### **2014 OpenRange RoundUp Conference**

**Optional Dates: Tuesday Oct. 21, Wednesday, Oct. 22, Thursday Oct. 23, OR**

**Tuesday Oct. 28, Wednesday, Oct. 29, Thursday Oct. 30, 2014**

**Event will be for only one of the aforementioned days from 7:30 am – 5 pm; Set-up on previous day of event will need to be available for late afternoon/evening.**

**Vendor must bid a "Firm Fixed Price" on all items in this bid package to be considered for award. If there is no charge for an item, please specify "no charge" or N/C. The total amount does not reflect the total amount due as all line items are optional for purchase by OMES OpenRange and total amounts are subject to change.**

**List the total amount for each item in the boxed areas to the right. Make a notation in the boxed area if an additional explanation is added separately.**

#### **1) Lodging**

Guest Rooms may be needed for vendors and speakers. 30-50 guest rooms  
This is estimated and may need to be adjusted as the conference date approaches.

\$ \_\_\_\_\_ Single occupancy per room night  
\$ \_\_\_\_\_ Double occupancy per room night  
\$ \_\_\_\_\_ Triple occupancy per room night  
\$ \_\_\_\_\_ Quad occupancy per room night  
Check-in time: \_\_\_\_\_ Check-out time: \_\_\_\_\_  
Hotel shall make every attempt to accommodate early arrivals or late departures based upon room availability.

**Room Reservations** will be made by individual guests. Which types of reservation methods is acceptable?

- ☐ Individual Call  
☐ Link to Internet  
☐ Service by third party  
☐ Others, specify: \_\_\_\_\_

**Reservation Methods acceptable by Hotel.** Check all that are applicable:

- ☐ A valid major credit card guarantee  
☐ A Purchase Order  
☐ One night's deposit  
☐ Others, specify: \_\_\_\_\_

**Explain the amount of "hold" placed on credit and debit cards for reservations, etc.**

#### **Credit Card**

- a. List the amount of hold on a credit card when making a reservation for the conference that will not be on Master Billing. \$ \_\_\_\_\_
- b. List the amount of hold on a credit card for incidental charges. \$ \_\_\_\_\_
- c. List the amount of hold on a credit card if the room is on Master Billing. \$ \_\_\_\_\_
- d. When is the "hold" initiated and when is it released? \_\_\_\_\_

#### **Debit Card**

- a. List the amount of hold on a debit card when making a reservation for the conference that will not be on Master Billing. \$ \_\_\_\_\_
- b. List the amount of hold on a debit card for incidental charges. \$ \_\_\_\_\_
- c. List the amount of hold on a debit card if the room is on Master Billing. \$ \_\_\_\_\_
- d. When is the "hold" initiated and when is it released? \_\_\_\_\_

**What is your cancellation policy for lodging rooms if someone cannot attend the conference?**

# PRICE SHEET AND REQUIREMENTS

## 2014 OpenRange RoundUp Conference

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### 2a) Conference meeting space, lunch space, tables, podiums, and seating – for 500 attendees

Setup A – 1 room used throughout the day as a private room for volunteers and session speakers to gather in between sessions - 15 – 20 occupants seating; internet connection or wi-fi available. (7:30 am – 5 pm). Will also use this space to store small amount of conference supplies (4ft by 3ft space needed) the day before the conference.

Setup B – Room used for keynote speaker - theater seating for 500 attendees – 8:30 – 9:30 am. Large stages set up at front with podium.

*NOTE: This room can be broken down into smaller rooms for rest of conference sessions.*

Setup C – 8 session rooms available throughout the day for morning and afternoon speaking sessions. Theater seating for 30 – 60 attendees per room. Podium set up at front for speakers. 10 am – 5 pm

*NOTE: the session rooms can be created from the breakdown of the main keynote morning session room.)*

Setup D – 2 session rooms available throughout the day for panel discussions. Front of room should be set up with 1-2 tables with seating for 4-6 speakers at one time. Theater seating for 60 – 100 attendees.

Setup E - Approximately twenty (20) Bistro tables to be provided throughout the day for snacks. Set up in Exhibit space area.

*NOTE: It is desirable for this space is to be combined with the Exhibit Space from item 3. Include comments if this is not possible.*

Setup F – Roundtable Lunch Seating for Approximately 500 people. Stage needs to be set up for a panel discussion during the lunch session. Include skirted, covered table and seating for 4 – 8 people.

*NOTE: It is desirable for this space is to be combined with the Exhibit Space from item 3. Include comments in Section 10 if this is not possible.*

Setup G – Registration Tables – Will need a total of 6 six foot tables draped and/or skirted for registration. 2 chairs per table. Will need this set prominently for registration.

### 2b) Conference meeting space, lunch space, tables, podiums, and seating – for 800 attendees

Setup A – same as above

Setup B – same as above except increase theater seating to 800

Setup C – same as above except increase theater seating to 60-80

Setup D – same as above

Setup E – same as above

Setup F – same as above except increase roundtable lunch seating to 800

Setup G – same as above

### 2a) 500 attendees

\$ \_\_\_\_\_ cost for Setup A  
\$ \_\_\_\_\_ cost for Setup B (500 seats)  
\$ \_\_\_\_\_ cost for Setup C (40-60 seats)  
\$ \_\_\_\_\_ cost for Setup D  
\$ \_\_\_\_\_ cost for Setup E  
\$ \_\_\_\_\_ cost for Setup F (500 seats)  
\$ \_\_\_\_\_ cost for Setup G  
\$ \_\_\_\_\_ %Service Charge  
\$ \_\_\_\_\_ Total Cost

### 2b) 800 attendees

\$ \_\_\_\_\_ cost for Setup A  
\$ \_\_\_\_\_ cost for Setup B (800 seats)  
\$ \_\_\_\_\_ cost for Setup C (60-80 seats)  
\$ \_\_\_\_\_ cost for Setup D  
\$ \_\_\_\_\_ cost for Setup E  
\$ \_\_\_\_\_ cost for Setup F (800 seats)  
\$ \_\_\_\_\_ cost for Setup G  
\$ \_\_\_\_\_ %Service Charge  
\$ \_\_\_\_\_ Total Cost

# PRICE SHEET AND REQUIREMENTS

## 2014 OpenRange RoundUp Conference

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### 3) Exhibit space

Up to 80 exhibitor spaces. Each space to be piped and draped, with one 6-ft table draped and skirted, 2 chairs, and a trash can. Exhibit spaces should be in adjoining hallways to session rooms and/or an adjoining space to session rooms. Will also need to have space in this area to serve morning and afternoon breaks and lunch.

*NOTE: Time needs to be set aside for afternoon/evening the day before the conference to allow for exhibitor setup by individual vendors. 2 – 8 pm timeframe preferred.*

|          |  |
|----------|--|
| \$ _____ | Cost of exhibit room   |
| \$ _____ | %Service Charge  |
| \$ _____ | Total Cost   |
| \$ _____ | Cost of pipe and drape, a 6-foot table, 2 chairs, trash can, and set up <b>per exhibit space</b> . |
| \$ _____ | %Service Charge  |
| \$ _____ | Total Cost <b>per exhibit space</b>  |

### 4) Electric

Each exhibitor space will need 2 electric outlets (can be shared with another exhibitor space). Will also need capability to add on more electrical outlets as needed per exhibit space to meet display needs for vendors. (160 outlets total)  
Registration will need to have access to up to 4 electric outlets.

|          |   |
|----------|---|
| \$ _____ | Cost <b>per electric outlet (2 plug-ins)</b> for exhibit spaces and registration space. |
| \$ _____ | %Service Charge   |
| \$ _____ | Total Cost <b>per electric outlet (2 plug-ins)</b>                                      |

### 5) Audio Visual

Setup A - Audio Visual for traditional speaking sessions – 8 meeting room audio visual packages to include Screen, projector (click capabilities a plus), lapel microphone, handheld microphone with stand, internet access (Wi-Fi or hardwired), computer, and sound playing capability.

Setup B – Audio Visual for keynote session - 1 Keynote Session package should include both handheld microphone with stand and lapel microphone, clicker for presentations, 2-3 large screens for presentation, and sound playing capabilities for video.

Setup C - Audio Visual for panel discussion – 3 meeting room audio visual packages to include screen, projector (click capabilities a plus), lapel microphone or handheld microphone for 4 speakers at one time (panel discussion) internet access (Wi-Fi or hardwired), computer, and sound playing capability.

|          |                  |
|----------|------------------|
| \$ _____ | cost for Setup A |
| \$ _____ | cost for Setup B |
| \$ _____ | cost for Setup C |
| \$ _____ | %Service Charge  |
| \$ _____ | Total Cost       |

## PRICE SHEET AND REQUIREMENTS





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### 8b) Parking for 800 attendees

Setup A - Parking for approximately 800 attendees, vendors, speakers, and volunteers.

Setup B - Parking space to accommodate fleet vehicles and other larger vehicles, such as a bus and a tractor, for exhibit during the day of the conference. Space needs to be available for setup previous day of conference, overnight and full day of conference. In addition, exhibit space inside conference center needs to be available to accommodate fleet vehicles and other large vehicles such as a bus or tractor during the conference.

*NOTE: Parking of trailers must accommodate ease for viewing displays inside the trailers and must be located in the conference parking lot.*

### 8b) 800 attendees

\$ \_\_\_\_\_ cost for Setup A  
\$ \_\_\_\_\_ cost for Setup B (for both days)  
\_\_\_\_\_ %Service Charge  
\$ \_\_\_\_\_ Total Cost

### 9) Dates

Please provide a yes or no answer to your venue's availability on the dates listed. If no on all dates listed, please provide a list of optional Tuesday, Wednesday, Thursday dates during the month of November 2014 in section 10.

### 9) Please provide a yes or no answer for availability for the following dates:

\_\_\_\_\_ Tuesday, Oct. 21, 2014  
\_\_\_\_\_ Wednesday, Oct. 22, 2014  
\_\_\_\_\_ Thursday, Oct. 23, 2014  
\_\_\_\_\_ Tuesday, Oct. 28, 2014  
\_\_\_\_\_ \*Wednesday, Oct. 29, 2014  
\_\_\_\_\_ \*Thursday, Oct. 30, 2014

\*preferred dates

### 10) Explanations on items 1 to 9. May add extra pages if needed.

**PRICE SHEET AND REQUIREMENTS**