



Date of Issuance: 11/06/2019

Solicitation No. 09000000412

Requisition No. \_\_\_\_\_

Amendment No. 2

Hour and date specified for receipt of offers is changed:  No  Yes, to: 11/14/2019 3:00 PM 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:**

OMES / Central Purchasing  
5005 N Lincoln Blvd  
Suite 300  
Oklahoma City, OK 73105 -  
or

Lisa Bradley  
Contracting Officer

405-522-4480  
Phone Number

**Personal or Common Carrier Delivery:**

[Lisa.Bradley@omes.ok.gov](mailto:Lisa.Bradley@omes.ok.gov)  
E-Mail Address

SAME

,OK -

**Description of Amendment:**

a. This is to incorporate the following:

Following Questions and Answers:

1. For the stated objectives in the RFP, how should we offer clarifications for these if applicable in the initial submission? Or are these addressed in the Clarifications and/or Interview phase?  
  
*Answer: Details are addressed in the clarification phase.*
2. For the final document submitted on the USB flash drive, should the form documents and the three plan documents be broken apart into separate PDF files for disbursement to the committee? Or should we combine everything in one document and you will separate the forms with the identifiable information?  
  
*Answer: It is preferred to have the Project Capability Submittal submitted in the three plan format separately.*
3. Please provide clarification on the Risk Assessment form. Should the response be in the format of the example provided or should it be the same as the Level of Expertise form?

*Answer: The Risk Assessment form should be the same as the Level of Expertise and the Value Added format.*

4. If Supplier has additional language or questions on the State's Terms & Conditions, how can we submit our changes? Is a separate document or a red line version acceptable?

*Answer: A separate document outlining any term and condition questions and/or additional language will be preferred. Any outside agreements must also be submitted with the original response.*

5. Would you define “subcontractor” in reference to B.2?

*Answer: All subcontractors must be approved in advance by the State. No subcontractors are expected in this contract.*

6. Would you explain the administrative fees in B.4. What exactly is the 1%, is it in addition to rebate or apart from it? How is it calculated? How is the 5% defined and calculated?

*Answer: Currently, the 1% administrative fee is in addition to the annual rebate.*

7. In regard to VPAT, if we have an ADA would that suffice, or do we need to provide VPAT as a stand-alone document?

*Answer: Please reference Section D.4.1. The VPAT information is a requirement for the pass / fail phase.*

8. E.3.2 references “machine readable format,” what exactly would this be? Excel, word? Do you require everything to be in this format or just the PC Submittal?

*Answer: Yes, Excel, Word, or PDF format.*

9. B.4. Administrative Fee of 1% - is this requirement a pass/fail criteria?

*Answer: Yes*

10. B.5 Website Requirements – is the stand-alone website requirement a pass/fail criteria?

*Answer: Yes Websites are required for administration and reconciliation.*

11. B.5 Website Requirements – is the stand-alone website requirement a pass/fail criteria?

*Answer: Yes Websites are required for administration and reconciliation.*

12. May we submit an executive summary with our response?

*Answer: No. This is requested during the clarification phase.*

13. Is the State open to using our Master Commercial Card Agreement?

*Answer: There is not enough information presented to answer this question. Oklahoma will adhere to the competitive bid statute.*

14. Is there a rebate payout frequency required and if so, is the State flexible on those terms?

*Answer: Our current program is on an annual rebate payout schedule.*

15. Throughout the RFP, supplier and bank are used, i.e. B.4 and B.5. Are supplier and bank interchangeable? Please define.

*Answer: Yes*

16. Section B.4: Supplier agrees to pay an administrative fee of 1% of combined total annual expenditures. Please define who the supplier is in this scenario.

*Answer: The supplier is the contract awardee.*

17. What is the 1% fee consist of on a program that has no cost?

*Answer: Total annual spend*

18. Please define annual expenditures.

*Answer: Total spend – purchases paid with p card.*

19. Is the state asking that if, for example, on the rebate of \$223mm, the bank withholds \$11.1mm in payout to be paid separately to OK CP to defray costs of CP operations and expenses incurred to support the operation of the statewide contract?

*Answer: Historical data has been provided for reference. The State is seeking proposals.*

20. Section B.5: Does the State currently utilize a stand-alone website created and maintained by current provider for products available under terms of existing contract?

*Answer: Yes*

21. Section C.1: What percentage of the \$223mm volume is directly related to the State of Oklahoma?

*Answer: Approximately \$80,000,000.00*

22. Would the other entities contract separately with the card provider or fall under State of Oklahoma agreement?

*Answer: The base agreement would be the resulting contract of the State. There may be individually negotiated details and payment schedules.*

23. Section C.1: What percentage (or dollar amount) of \$223mm volume was considered large ticket for rebate calculation?

*Answer: Approximately \$15,000,000.00*

24. Section C.4.: Does the State want a response to each individual item in this section? If so, where should we include our responses to these items?

*Answer: No. This is a listing of our expected outcomes. This should be considered if you advance to the clarification phase.*

25. Section D.4.2.3.3: After we complete the PC proposal template in Word, may we save as a PDF to submit back to the State?

*Answer: Yes*

26. Is the State program centrally managed or is it decentralized?

*Answer: We have two levels of management. State Program Manager and Agency Administrators.*

27. What is the financial system used by the State?

*Answer: Oracle PeopleSoft 9.2*

28. A.1.10 - Interlocal Entity- What is the purpose of this reference? Does the State have some form of reciprocal contracts with other States to allow them to participate on this contract? If so, what States are represented?

*Answer: Yes. This allows another State to utilize this contract if requested. There is no listing of States represented.*

29. A.14.4 – Invoicing and Payment- Does the State expect invoice payment to be accepted up to 45 days after invoice date?

*Answer: No. This is part of the State's standard terms and conditions and does not apply to this program.*

30. A.53. Acceptance of Solicitation Content-Where is Section One? Is that Section one of the Certification For Competitive Bid and/or Contract?

*Answer: This RFP does not contain a Section One. Section A is Oklahoma's standard terms and conditions. Please reference question #4.*

31. B.4. Administrative Fee Does this apply to commercial card programs: 1% fee, how is this calculated? Is it deducted from the rebate offered to the State Exceptions to be placed?

*Answer: Yes. The State is open to proposals.*

32. B.5. Web Site Requirements It appears this is not applicable to commercial cards, will the State be removing this item?

*Answer: Please reference question 21.*

33. B.6. Authorized Users What entity is responsible for payment of the participants to the issuer? Is the State responsible for State Agency repayment? Are the Political Subdivisions responsible for their own repayment to the Issuer?

*Answer: The State pays one payment for State agency spend. The political subdivisions pays individually.*

34. C.1. Background Please provide annual spend by product type (one card, declining balance, travel) for State Agencies separate from Political Subdivisions. Please provide spend and name of top 10 entities for the program.

*Answer: The State currently is utilizing the one card product for all spend. Agency names will not be disclosed at this time.*

35. C.1. Background Please provide the annual spend attributed to Large Ticket Interchange transactions?

*Answer: Please reference question 24*

36. C.2., 4.17., 4.18. Introduction & Expected Outcomes There are multiple references to type of card products. Please confirm the card types used by the State, are they One Card, Declining Balance, Travel Card and Virtual Card? If Travel card is one of the card types, is this Central Bill/Corporate Liability?

*Answer: The State is open to proposals*

37. C.4, C.4.24 Expected Outcomes please describe what is meant by "Provisions for scoped administrator roles".

*Answer: Limited access in the reconciliation program to agency specific spend details.*

38. C.4, C.4.25 Expected Outcomes Please describe what is meant by "Provisions for scoped purchase requests".

*Answer: Some agencies utilize an internal workflow approval currently.*

39. D.5, D.5.1 – Dominance Check for Cost Reasonableness What are the weights and rating system as part of the selection criteria?

*Answer: Actual scoring weights are not usually disclosed in the Solicitation. Each item in the listed evaluation criteria contains a scored weight.*

40. H.1., H.1.1. – Price and Cost The State uses the term "Separate Bill and Separate Pay" Please define the liability for these invoices? Is this Corporate Bill and Corporate Pay liability for the Political Subdivisions?

*Answer: This answer is unknown at this time until clarifications are finalized.*

41. H.1., H.1.1. – Price and Cost the State requires rebate calculations be completed within 30 days of the end of the defined rebate period. This does not allow time to evaluate the payment performance and calculate the rebate. Will the State consider providing up to 90 days to complete the rebate calculation and payment after defined rebate period?

*Answer: No*

42. H.1., H.1.1. – Price and Cost “Payment is considered paid on the postmark date of the payment envelope”? Is this in reference to the rebate payment sent by the Issuer? If this refers to the State making payment to the Issuer for invoices to calculate prompt payment incentive, how does the State justify this expectation?

*Answer: Currently, all payments are submitted electronically, so this would not apply.*

43. Attachment C - Risk Assessment Plan Example question has "Risk description, Risk Impact and Solution" fields, but field of entry just has "Level of expertise claim" and "Documented performance"

*Answer: A revised version of Attachment C has been posted.*

44. Hosted Security Questionnaire Given the length of the questionnaire, is an extension for completion possible in order to focus on the proposal response?

*Answer: No. This is a required form and will be considered a pass or fail item.*

b. All other terms and conditions remain unchanged.

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

\_\_\_\_\_  
Date

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

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