

**EXHIBIT 1 TO ATTACHMENT A**  
**SOLICITATION NO. 1600000051**  
**SPECIFICATIONS**

**1. Definitions**

- 1.1 Agency - Oklahoma Department of Commerce. This term is used interchangeably with “ODOC”.
- 1.2 ODOC – Oklahoma Department of Commerce. This term is used interchangeably with “Agency”.
- 1.3 Firm – Company or corporation that supplies the expertise required in this solicitation.

**2. Assignment and Subcontracting**

- 2.1 Contractor understands and agrees that the services required under the contract cannot be assigned or transferred without the appropriate agency administrator’s written approval
- 2.2 Contractor shall not subcontract for these services without the appropriate agency administrator’s written approval

**3. Property Ownership**

- 3.1 All completed projects as well as all work performed on incomplete projects are the property of ODOC and may not be shared without the appropriate agency administrator’s written approval.
- 3.2 All rights to duplicate or share the work belong to the State of Oklahoma. Such work may not be shared without the appropriate agency administrator’s written approval.

**4. Background**

- 4.1 The Oklahoma Department of Commerce (ODOC) leads economic development efforts in the state. Our mission is to increase the quantity and quality of jobs available in Oklahoma. We do this by supporting communities, supporting the growth of existing businesses and entrepreneurs, attracting new businesses and industries, and by promoting the development and availability of a skilled workforce.
- 4.2 Several divisions work under the ODOC umbrella to fulfill the agency’s mission. This includes Marketing & Communications, Business Recruitment, Community Development, Regional Development Specialist Team, Oklahoma Main Street Center, Research and Economic Analysis, and the Oklahoma Aerospace Commerce Economic Services (ACES) Division.

**5. Key industries include:**

- 5.1 Aviation, Aerospace and Defense.

**6. Statement of Work**

The Oklahoma Department of Commerce (ODOC) is seeking a qualified firm to support the Aerospace Commerce and Economic Services (ACES) program by creating a partnership of service providers to more effectively respond to the needs of the aviation, aerospace and defense industries in the areas of education and training, research, and economic development. ACES will focus available resources to promote cooperation and collaboration among businesses, manufacturers, military installations, commercial aviation, educational institutions, nonprofit research institutions and state government for the purpose of strengthening the economy of the State of Oklahoma. To further these goals, the Oklahoma Department of Commerce is seeking a vendor to provide aerospace and defense contracting consulting services for Oklahoma small/medium sized businesses in the aviation, aerospace and defense industries. The primary goal of this consultant would be to help expand Oklahoma’s aerospace industry and increase Department of Defense spending in the State of Oklahoma with Oklahoma Businesses.

- 6.1 The chosen vendor must perform the following services:
  - a. Increase contracts between Oklahoma companies in the aviation, aerospace and defense industries and the Department of Defense and its prime contractors;
  - b. Assist Oklahoma companies in creating and retaining more high-wage, high-skill jobs;
  - c. Strengthen collaborations between Oklahoma businesses and aviation, aerospace and defense interests;
  - d. Reduce the flow of federal defense contract dollars out-of-state and help to increase federal defense spending in Oklahoma;
  - e. Assist in expanding the aviation, aerospace and defense industries in Oklahoma;

- f. Provide engineering and technical assistance to Oklahoma companies including, but not limited to, helping companies develop Source Approval Request (SAR) packages;
- g. Provide more suppliers for Oklahoma military installations and the aviation, aerospace and defense businesses in Oklahoma;
- h. Reduce costs for the Department of Defense and Oklahoma military installations and increase the competitiveness of aviation, aerospace and defense businesses in Oklahoma;
- i. Create and align goals to grow aerospace businesses to a top industry in Oklahoma by methods including but not limited to providing a forum to bring agencies, industry and government together;
- j. Enhance Oklahoma's supply chain utilization in the industry to fill existing gaps in supplier networks;
- k. Help Oklahoma companies build relationships with Government Officials and Agencies operating in the aviation, aerospace and defense industries;
- l. Develop and help implement a recruitment strategy to attract new businesses that reside or have a presence in Oklahoma.
- m. Provide the Department of Commerce with a monthly progress report on the last Friday of every month.. The report shall be due every month once the authorization to proceed is issued, until the Project is 100% complete and final payment is made. Monthly Reports shall be emailed (by midnight to a person designated by the Oklahoma Department of Commerce. The chosen supplier will be notified as to who shall receive these reports after award of the contract. These reports shall include all contract associated contacts, dates, results, actions moving forward and any other information deemed relevant by the Oklahoma Department of Commerce designee. The report format shall be finalized between the Agency and Awardee after the vendor is selected.

**7. Additional Requirements** (shall include in Section Fifteen: as described in the bidder instructions)

7.1 The Firm shall comply with all requirements in this section and provide proper documentation in its response to each Additional Requirement. The Firm's compliance with the requirements in this section shall be determined according to the sole unrestricted discretion of Agency. Proposals failing to meet Additional Requirements shall not be considered.

- a. Firm must specialize in Department of Defense and government contracting in the aviation, aerospace and defense industry
- b. Firm must have experience and connections in working with Oklahoma aviation and aerospace businesses and military installations, relevant government officials, educational institutions and other stakeholders
- c. Firm must be free of any conflicts of interest in working with aviation, aerospace and defense related businesses and organizations. In order to remain conflict free, the firm cannot charge additional fees to any of the involved parties in connection with services provided under this contract or engage in other activities which would constitute a conflict of interest.
- d. Firm must demonstrate the ability and experience to capably perform the activities listed of this solicitation package.
- e. Information submitted pursuant to this section, outside of that submitted in the Project Capability Plan, is limited to three (3) pages.

**8. Project Capability Plan** (shall be included in Section Thirteen: Project Capability Plan as described in the bidder instructions)

**8.1 Purpose of Project Capability Plan**

- a. The purpose of the project capability plan is for the respondent to prove their ability and experience in performing the work listed in the Statement of Work as described in this RFP.
- b. The project capability plan is designed to provide high performing respondents the opportunity to differentiate themselves from their competitors due to their experience and expertise by using verifiable performance metrics.

**8.2 Project Capability Plan Format Requirements**

- a. A project capability plan submittal is included in this RFP. This document must be used by all respondents. Respondents are NOT allowed to re-create, re-format or modify the template in any manner. Respondent must type their responses on the Word template provided.
- b. The project capability plan must NOT exceed five (5) pages (front side of page only).
- c. The project capability plan shall not contain any marketing information and is only designed to prove to the Department that the Respondent has the expertise for the specific project for which the proposal is being submitted.
- d. Failure to follow the Project Capability Plan format requirements may result in disqualification.

e. For the selected vendor, the Project Capability Plan shall become part of the contract.

**9. Interviews** (see 13.4 of the bidder instructions)

9.1 The Agency may shortlist (if necessary) the top rated respondents. The shortlisted Respondents may be required to participate in an interview period. The Owner may interview all critical team members. The purpose of these interviews would be to determine the Firm's experience and ability to perform the tasks listed in the Statement of Work and the Additional Requirements in this RFP.

9.2 Any interviews would be conducted by interviewing each individual separately with a possible group interview after the individual interviews are completed. No other individuals from the Respondents will be allowed to sit in or participate during the interviews. The Department may request additional information prior to the interviews. All proposed team members must be available in person for interviews; however, at the Department's discretion, phone or electronic interviews may be allowed.

**10. References** (shall be included in Section Twelve: Business References as described in the bidder instructions)

10.1 Each respondent shall submit customer references, for three (3) entities for whom they have performed tasks similar to those as detailed in the Statement of Work section of this RFP.

10.2 The list of references must have the following:

1. a named point of contact who can be contacted by ODOC with questions about the scope of work performed by the bidder, to also include, name of reference entity worked for, email address and phone number,
2. the quality of work performed by the bidder,
3. and the reference's satisfaction with the work performed by the Bidder as relevant to the Statement of Work detailed in this RFP.

10.3 The purpose of these references is to help the Department determine the Firm's experience and ability to perform the tasks listed in the Statement of Work and the Additional Requirements listed in this RFP.

**11 Price and Cost** (Statement of Work shall be included in Section Nine: Pricing (Statement of Work) as described in the bidder instructions)

11.1 Bidder shall provide a detailed, comprehensive description of rates as part of solicitation.

11.2 Bidder shall submit the cost for the services to be provided as required by the Statement of Work in this RFP. Cost for services must be presented as a yearly fee which shall remain static through all option years and which will be paid in monthly installments by the Agency.

11.3 The awarded contract shall be for no more than \$100,000.00 and shall include all expenses of the vendor, travel and otherwise.

**12 Firm information** (shall be included in Section Eleven: Financial Information as described in the bidder instructions)

12.1 Description of Firm – Briefly describe the Firm and include any relevant organization memberships

12.2 Personnel – A list of the Firm's senior managers and/or key executives, including summary biographies; a list of the specific team members who would be working on this project on a day-to-day basis, their specific roles and titles, skill sets and summary biographies of each

12.3 Location – Complete firm name, address, website, telephone, and other key contact information

1. List all office locations both nationally and internationally. Respondent should ONLY list facilities that are staffed by full-time employees of the respondent.

12.4 Information submitted pursuant to this section should be provided to the Agency in three (3) pages or less. This information will be considered as relevant to the Firm's ability and experience in providing the services as described in the Statement of Work section of this RFP.

12.5 Information submitted pursuant to this section is designed to help the Department determine the Firm's experience and ability to perform the tasks listed in the Statement of Work and Additional Requirements listed in this RFP.