



Date of Issuance: 05/12/2020

Solicitation No. 0900000443

Requisition No. N/A

Amendment No. 3

Hour and date specified for receipt of offers is changed: ☒ No ☐ Yes, to: \_\_\_\_\_ 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:**

Office of Management and Enterprise  
Services, Central Purchasing  
5005 N. Lincoln Blvd., Suite 200  
Oklahoma City, OK 73105 -

or

**Personal or Common Carrier Delivery:**

Same as above

Joseph Farani

Contracting Officer

405 - 550 - 1386

Phone Number

[joseph.farani@omes.ok.gov](mailto:joseph.farani@omes.ok.gov)

E-Mail Address

,OK -

**Description of Amendment:**

a. This is to incorporate the following:

**Q1.** As per first amendment, having some confusion that we need to submit amendment by mail if the supplier has already submitted a response and rest of the response need to submit by email. So mode of submitting response is still by email.

**A1.** All response documents, including signed amendments, shall be submitted via email to [OMESCPeBID@omes.ok.gov](mailto:OMESCPeBID@omes.ok.gov). In person, commercial carrier or facsimile submittals shall not be accepted. The email bid shall contain the Solicitation Number, Bid Response Due Date and Time in the subject line of the email. Bidders should copy the Contracting Officer in the email submission.

**Q2.** Can we do Registration with the Oklahoma Secretary of State after award? Is it a mandatory requirement?

**A2.** Registration with the Oklahoma Secretary of State does not have to be completed when submitting a bid. However, it is required prior to any contract award.

**Q3.** Is it mandatory to mention Oklahoma Sales Tax Permit number?

**A3.** Oklahoma Sales Tax Permit number or explanation of exemption needs to be included as part of the bid response for OMES-FORM-CP-076.

**Q4.** In Section 8.1 B: Cost is the one of the major factor in for the evaluation. But we could not able to find the any titles or positions to create the cost proposal. Could you please provide the Titles or a sample format to prepare cost proposal?

**A4. The State is interested in receiving a full listing of NTE hourly rates and job titles from bidders. Bidders may propose different NTE hourly rates for various skill levels. Below is a format example:**

Level I - Has basic knowledge or limited experience.

Level II - Has intermediate practical application skills.

Level III - Has advanced to expert skills in application and recognition of solutions.

Category	Title	Level I, II & III	NTE Hourly Pricing
Administrative Services			
		Level I	
		Level II	
		Level III	

**Q5.** I just want to check if this solicitation "SOLICITATION NO. 0900000443 - Temporary Employment Services" is the same as "Solicitation #: 0900000401 - temporary information technology staff augmentation services". If this is not the case, how both are different.

**A5. Solicitation 0900000401 covered various Information Technology positions. Solicitation 0900000443 covers employment categories outside of Information Technology.**

**Q6.** How many vendors does the State of Oklahoma expect to award a contract?

**A6. There is not a predetermined number of awards. The State anticipates this to be a multiple award for various disciplines.**

**Q7.** Please clarify how needs for contractors will be distributed to vendors post-award?

**A7. Detailed customer requests will be distributed to one or more awarded suppliers for response on an as needed basis.**

**Q8.** How will vendors be scored against the evaluation criteria?

- Please explain how points are allocated for pricing? (i.e. lowest bill rate receives maximum points, and next lowest vendor receives a prorated amount; lowest bill rate receives maximum points, and the next lowest vendor receives a predetermined amount of points)?

**A8.**

	Possible Points
Technical Questionnaire	35
Customer References	20
Cost	45
<b>Total</b>	<b>100</b>

**Due to the extensive list of services, a samples of similar job description will be evaluated. The lowest bill rate would receive maximum points. The lowest bill rate is divided by other rates then multiplied by the total possible points for Cost.**

**Q9.** Please provide name of all incumbent providers and their pricing for the services outlined in the RFP.

**A9. This solicitation is for a new statewide contract(s).**

**Q10.** Please can the State of Oklahoma provide the following information around usage:

- Historical usage by labor category
- Contracted staff hours by year
- Total spend by year
- Current budget for this program
- Anticipated volume of contract staff
- Typical workday hours for each labor category
- Average length of assignment

**A10. This solicitation is for a new statewide contract(s). The State does not have this information. This solicitation is designed to be a contract vehicle to streamline the State's procurement process and reduce administrative costs. The intent of this solicitation is to award statewide contract(s) for services that will be available to all procuring agencies and Affiliates throughout the State of Oklahoma.**

- Q11.** Why is the State of Oklahoma going out to bid at this time?  
**A11. The State has identified a need for various temporary employment services other than IT categories.**
- Q12.** How many locations will the provider be servicing?  
**A12. Delivery and quantity are not defined. This solicitation is designed to be a contract vehicle to streamline the State's procurement process and reduce administrative costs. The intent of this solicitation is to award statewide contract(s) for services that will be available to all procuring agencies and Affiliates throughout the State of Oklahoma.**
- Q13.** Will the State of Oklahoma pay for travel between sites?  
**A13. Pursuant to 74 O.S. §85.40, all travel expenses of Supplier must be included in the total Acquisition price. Proposed hourly rates should be inclusive of any travel expenses.**
- Q14.** Should vendor propose separate bill rates for travel and local assignments?  
○ Should the hourly rates be inclusive of mileage and lodging?  
**A14. Pursuant to 74 O.S. §85.40, all travel expenses of Supplier must be included in the total Acquisition price. Proposed hourly rates should be inclusive of any travel expenses.**
- Q15.** How can the new vendor enhance customer satisfaction?  
**A15. Fulfill the requirements as identified in the Customer SOW.**
- Q16.** May we submit exceptions to contract terms and conditions?  
**A16. Yes. See Bidder Instructions Sec 8.2.D. Bidders shall submit any exceptions utilizing the template provided in the Bidder Instructions document.**
- Q17.** What state agencies will this RFP cover?  
**A17. The resulting statewide contract(s) will be available for all State agencies and Affiliates to use.**
- Q18.** What job categories within those agencies will this bid cover?  
**A18. Bidders may propose any job category except for IT-related job categories.**
- Q19.** If the answer is any of the categories under the OMES Job Descriptors, do Physician, DDS, Mental Health and APP needs fall under a different agency? We couldn't find them in the OMES categories?  
**A19. Those professions are considered "Professional Services" and fall under a different procurement process, although OMES is not excluded from setting up contracts for those services.**
- Q20.** Attachment A: Section 2.4.E: Does the state allow for placement of independent contractors under this agreement?  
**A20. The State is interested in receiving bids from all potential suppliers including independent contractors.**
- Q21.** Attachment A: Section 2.4.G: Can we dictate candidate buyout terms in our pricing?  
**A21. No.**
- Q22.** Attachment A: 2.4.K: This section would pose a problem for independent contractors, as the only liability we would take on is the malpractice liability...is this section specific to malpractice, or is it more all-encompassing?  
**A22. The section is clear and speaks for itself. Awarded suppliers are responsible for the negligence of its candidates.**
- Q23.** Attachment B: Section 6.3: Refers to liquidated damages. What are the LD terms for healthcare providers?  
**A23. The following sentence shall be removed from this section: "Failure to deliver timely may result in liquidated damages as set forth in the applicable Contract Document."**
- Q24.** Attachment B: Section 8.2: Does the state allow for placement of independent contractors under this agreement?  
**A24. No.**
- Q25.** Who are the incumbent companies currently providing these services?  
**A25. This solicitation is for a new statewide contract(s).**

- Q26.** What are the historical volumes of temporary personnel needed in terms of quantity of staff distinguished by the Administrative Support (including Office and Clerical), Commercial/Industrial Workers, and Healthcare Staffing Services, Information Technology Professional Services, and Professional Services?  
**A26. This solicitation is for a new statewide contract(s). The State does not have this information. Per Amendment 1, Information Technology professional services are excluded from this solicitation.**
- Q27.** What is the historical annual spending on temporary personnel distinguished by the Administrative Support (including Office and Clerical), Commercial/Industrial Workers, and Healthcare Staffing Services, Information Technology Professional Services, and Professional Services?  
**A27. This solicitation is for a new statewide contract(s). The State does not have this information. Per Amendment 1, Information Technology professional services are excluded from this solicitation.**
- Q28.** What are the forecasted volumes of temporary personnel needed in terms of quantity of staff?  
**A28. This solicitation is for a new statewide contract(s). The State does not have this information.**
- Q29.** What is the forecasted annual spending on temporary personnel by Administrative Support (including Office and Clerical), Commercial/Industrial Workers, and Healthcare Staffing Services, Information Technology Professional Services, and Professional Services?  
**A29. This solicitation is for a new statewide contract(s). The State does not have this information. Per Amendment 1, Information Technology professional services are excluded from this solicitation.**
- Q30.** Please confirm if only government references acceptable? We have worked as tiered subcontractor to various private companies. Can I request to waive this requirement? And allow small businesses to submit references from commercial clients too.  
**A30. Government customers are the preferred references. However, Attachment A Section 2.9.A shall be revised as follows:  
 Provide three (3) references where your company has provided similar services. Describe what products or services were provided to each reference. References should include the entity name, address, and contact name, email and phone number.**
- Q31.** How many Suppliers do you intend to award?  
**A31. There is not a predetermined number of awards. The State anticipates this to be a multiple award for various disciplines.**
- Q32.** What has been spent in Temporary Services (excluding IT) in 2019?  
**A32. This solicitation is for a new statewide contract(s). The State does not have this information.**
- Q33.** What were the most common temporary staffing titles requested in 2019?  
**A33. This solicitation is for a new statewide contract(s). The State does not have this information.**
- Q34.** What Oklahoma Job 'Families' are most likely to be serviced through this contract?  
**A34. The State cannot predict certain usage of a job category since this is a new contract. Customer needs may vary depending on job categories available under the statewide contract.**
- Q35.** What 'required' financial information should be inserted in Section Eleven: Financial Information?  
**A35. No financial information is required with the bid submission. However, as mentioned in Section 15.4., the State may choose to request this information from a bidder.**
- Q36.** Regarding travel and miscellaneous travel 'to be incurred by Supplier' referenced on page 10 of 15 in Bidder Instructions section 9.8, 1) does this refer to our temporary employees; 2) if so, what amount of travel is typical for clerical or custodial staff; and 3) what temporary employee Oklahoma Job 'Families' would require travel (including parking, flying, overnight stays, driving) Can you supply examples so that we can price accurately?  
**A36. Whether the Supplier has travel expenses or not, Section 9.8 of Bidder Instructions, outlines the States statutes for all travel expenses. Please disregard if the Bidder does not have services that would require travel reimbursement.**
- Q37.** Regarding the Directors and Officers Insurance requirements in Attachment B, Section 8 D (page 9 of 29) which state, "Directors and Officers Insurance which shall include Employment Practices Liability as well as Consultant's Computer Errors and Omissions Coverage, if information technology services are provided under the Contract, with limits not less than \$5,000,000 per occurrence. " Because this is a vastly expensive insurance requirement not

commonly seen in state, county, city or public utility RFPs, is D&O insurance required for a supplier of office, administrative and accounting temporaries?

**A37. Please disregard since the scope does not include "IT Services"**

**Q38.** Pricing (page 5 of 15, Bidder Instructions): According to the RFP the State's requirement is only for "not to exceed" hourly rates. We read this to mean that you only require bill rates, no mark-up, no pay rates. Can you add more to clarify how you wish pricing to be presented?

**A38. Proposed hourly rates should be inclusive of supplier expenses and profit.**

**Q39.** Should we quote overtime rates in the event that our temporary personnel are asked to work over 40-hours per week?

**A39. Yes.**

**Q40.** If employees are asked to pay for parking, will the State agencies and affiliates pay for invoiced parking costs?

**A40. Customers are not responsible for parking costs. The State considers this as a supplier travel expense.**

**Q41.** Under Attachment A, Section 2.3 Placement, "Customers may refer a candidate to be hired to the Awarded Supplier to sign up to perform specific services needed or may request the Awarded Supplier to recruit and provide the temporary Candidate. The Customer will not pay a placement or conversion fee for individuals who are a direct referral from the Customer."

Can you please confirm if the supplier Payroll costs are applicable in such a scenario?

**A41. Customers will not pay a placement or conversion fee of any kind.**

**Q42.** Information Technology projects are no longer part of this solicitation as per Addendum.

Can you please let us know if "Section Eight: Response to Solicitation Specifications and Requirements" is applicable to this solicitation?

**A42. Sections 8.2.H.i. and 8.2.H.v. are still required with your bid submission.**

**Q43.** Attachment A, 2.3.E: Will there ever be an instance where we will need to pay our people travel pay or time to a location?

**A43. Pursuant to 74 O.S. §85.40, all travel expenses of Supplier must be included in the total Acquisition price. Proposed hourly rates should be inclusive of any travel expenses.**

**Q44.** Attachment A, 2.4.D: It talks about being in compliance with back ground and reference checks. Can we get more clarification on what information you require in that notification?

**A44. Bidders should state what information is disseminated in notifications to customers.**

**Q45.** Attachment A, 2.4.J: How will time be documented and sent? Electronically, time card, hours in an email?

**A45. Customer systems may vary. Parties will need to identify which method will be utilized.**

**Q46.** Attachment B, 2.1: Is there an established date for the award of the bid?

**A46. No. Bid evaluations vary.**

**Q47.** If we have not supplied services to the State of OK but are a registered vendor, are we eligible to submit a bid?

**A47. Yes.**

**Q48.** 2.9A Are all references required to be government entities even if similar services are supplied to non-government entities?

**A48. Government customers are the preferred references. However, Attachment A Section 2.9.A shall be revised as follows:**

**Provide three (3) references where your company has provided similar services. Describe what products or services were provided to each reference. References should include the entity name, address, and contact name, email and phone number.**

**Q49.** 8.1D Since we do not know specifically what temporary services will be supplied, are we to prepare a generic SOW which would be used for any type?

**A49. Yes.**

**Q50.** 8.1E. Any format (word or excel) that lists job title and not to exceed pricing by job title is acceptable?

**A50. An Excel spreadsheet is preferred.**

**Q51.** 8.2K What financial information is needed for this solicitation?

**A51. No financial information is required with the bid submission. However, as mentioned in Section 15.4., the State may choose to request this information from a bidder.**

**Q52.** 15.2 Are we missing any steps to be considered a supplier with the State of Oklahoma?

**A52. Specific vendor registration steps can be verified at a later prior to award.**

**Q53.** Section 8.2.L – Are we allowed to use agencies within the State of Oklahoma as references?

**A53. Yes.**

**Q54.** Section 8.1.C – This section states that “...Bid must reflect for each requirement on Attachment A to the Solicitation whether the requirement is met by an out-of-the-box solution or whether the requirement necessitates customization to the Bidder’s proposed solution.” Is the State asking vendors to confirm that each item listed in Attachment A is included as part of our solution and to also indicate if we charge extra for that particular item?

**A54. This section shall be removed from the solicitation.**

**Q55.** Section 8.1.D – This section states “...a proposed first draft of Statement of Work are required to be included in the Bid.” Will our confirmation of compliance to the individual requirements within Attachment A serve as an acceptable draft Statement of Work?

**A55. Bidders must submit a sample Statement of Work document it will use for customers under this contract.**

**Q56.** Will OMES Solicitation 0900000443 replace contract 3986 SW800 Temp Services?

**A56. No.**

b. All other terms and conditions remain unchanged.

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

\_\_\_\_\_  
Date

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

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