



Date of Issuance: 04/12/2021

Solicitation No. 0900000486

Requisition No. N/A

Amendment No. 1

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:

Sign and return a copy of this amendment with the solicitation response being submitted; or,

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 in the subject line of the email.

ISSUED FROM:

Cini Zacharia
Contracting Officer

405-522-9078
Phone Number

Cini.zacharia@omes.ok.gov
E-Mail Address

RETURN OMESCPeBID@omes.ok.gov
TO:

Description of Amendment:

a. This is to incorporate the following:

RFP#0900000486 vendor Q&A closed on 04/12/2021 at 3 PM.

Please see the following questions and answers.

Question 1:

RFP 0900000486 SW0012

Vendor X provides workbooks for GED Test Preparation. Several years ago, we submitted our pricing for this RFP. At that time, if an End User placed an order, we had to list our sales of books on a quarterly document and pay a percentage back to OMES. We never actually had any sales, but I don't see that requirement on this RFP. Has the rebate to OMES requirement been removed? If this is a solicitation is a catalog bid and keeps the End User from having to do an RFP on their own, that is a good thing and we will submit. Solicitations like this are difficult for small companies that don't have a Bid Department. Quarterly reporting and paying a percentage back to OMES is nearly impossible.

Answer:

The answer to your questions:

The contract management fee is on Attachment C. Section 6 is for Contract Management Fee and usage Report. Please read section 6.1. and 6.2.

All Contract Usage Reports criteria is on section 6.3.(i to V).

Payment of the contract management fee address information Section 6.4.

Question 2:

The customer that we got on the list for reached out this morning and asked if we are on the list. I'm waiting to hear back about what they want to order, exactly, But, in the meantime, are you able to tell me if our existing contract is still valid? Also, if they (Oklahoma Department of Corrections Education Division) wanted to place an order under our contract number, can they? Finally, if they do order, we will be glad to move forward with continuing our contract and paying the fee.

Answer:

Yes, your contract is valid until 08/31/2021.

Anyone can order until that day of the agreement expire of 08/31/2021.

We have a new RFP open outside to start new contract once this agreement over. Please reach out the person whoever contacted you and they can use your current contract until 08/31/2021.

Also, if you are interested in the new RFP please use the link below.

<https://www.ok.gov/dcs/solicit/app/solicitationDetail.php?solID=4003>

RFP#0900000486. Closing date 04/26/2021.

Question 3:

We show that we still have an active contract. Please advise if we should bid?

Answer:

Yes, you do have a contract with us, and it is active until 08/31/2021.

So, we need to put an RFP out for the use of agencies after this contract agreement expire on 08/31/2021.

Feel free to bid if you are interested to be on the next term.

Question 4.

Vendor X is already under a contract for SW0012. Can you tell me if this is a renewal or if this is a different RFP?

Answer:

This is not a renewal.

This is a real RFP for the next term. Our current contract is expiring on August 2021. So we need to have contract in place before it expire.

Question 5:

Are secure electronic signatures allowed with this RFP?

Answer:

As long as it is readable yes, it is allowed.

Question 6:

I just want to ensure that I am completing the bid packet correctly.

Do you want the entire packet in 1 document, with labeled Sections, or do you want each Section to be a separate file?

If all 1, 8.2 C states that the pricing shall be proposed in a separate file, but Section Nine: Pricing shows to put the pricing in there. Also, the pricing sheet was a PDF and Section Nine: Pricing it sates to use the attached Excel template.

Answer:

As long as it labeled sections you can put all in one doc or if you prefer separate file we have no problem with that. Anyway, you are emailing all.

Please read Exhibit 1 in attachment A. That will give you an idea about the categories that needed to include on the price sheet.

Then you can use Exhibit 2 for the price sheet and if you want to attach a price sheet of your own you can add that along with this exhibit 2. But make sure you filled out the exhibit 2 price sheet categories anything that is applicable to you.

You can make 2 files or 2 docs like below.

File 1 Technical response: (form 004, 076, vendor payee form, workers comp, All the mandatory level requirements, reference, company information, and signed amendment if any after the Q&A closing date). Label each item.

File 2 Price response: Exhibit 2 price sheet. (here on this file if you want you can add or attach your price sheet too along with Exhibit 2).

Question 7:

Ref: Exhibit 1. Categories

B. Encyclopedias and G. Reference

Is this solicitation seeking only hard and/or paper bound materials or is the Library also seeking digital resources in these categories?

Answer:

It is mandatory that Vendor provide hard copy, but Vendor can also submit a response that includes digital as a value-added item. Bid response only accept via email.

Question 8:

I'm writing regarding your recent Solicitation 0900000486. Is this new Solicitation being released to replace the contract we are currently awarded on? (please see attached award letter)

Answer:

Please see on the contract that the agreement period will expire on 08/2021. That is why we put this RFP out to get awarded and we need contracts in place before the current contract expire.

Question 9:

I have a question regarding one of the requirements listed in Solicitation # 0900000486. Section 8.2, Requirement K. Financial Information, states "any required financial and associated information shall be inserted in this section". I do not see these requirements detailed elsewhere in the documents. Can you specify what information needs to be included or is required?

Answer:

We wanted to make sure the supplier is still in business and in good standing. Just a little information about your standpoint based on the financial information.

The bid will be evaluated based on Section 8.1.B. items. (i-iv).

Question 10:

I'm wondering if you could give me some guidance on whether our company needs to bid on the current opportunity mentioned in the subject line.

According to my records, we renewed a contract last July (attached to this email). It's not clear to me if the awarded bid is set to expire this year or if we are covered for additional years; it seems like we might have one more year on the existing contract (assuming you plan on renewing again)?

Answer:

The attached renewal contract on your email is only for 09/01/2020 to 08/31/2021.

This contract and the agreement will expire on 08/31/2021.

So, we need to put a new contract in place ASAP or right before the current contract expire. That is the reason we put the new RFP out RFP#0900000486.

So, if you are interested to be on this, then you need to submit a bid response as it is mentioned on the RFP and it will close on 04/26/2021 at 3PM.

There is an email address on the cover page. please send your bid response to that email. We only accept email bid now.

Please read Bidders instruction sheet it will give you clarity on how to do this.

Our vendor Q&A period closed on 04/12/2021 at 3 PM.

After the closing of Q&A we won't be able to answer any question. After the closing of Q&A ,we will post an amendment #1 to the website and will notify all the vendors and that also need to sign and return with your bid response.

Question 11:

I have one more question for you now that I'm digging more into the bid. What would be your preference for organizing the sections given that this is a PDF submission rather than a bound submission with tabs on it? Would a single PDF with the correct signatures work or did you have something else in mind?

Answer:

Yes, you can submit pdf doc in an email mentioned as in the RFP.

On the PDF submission you can name each file what it is. Or yes, you can submit as one single PDF with the correct signatures work. But please mention what it is on each page.

Just an example: Make Like a cover page:

pag#1 contain form 004

Page#2 contains form 076

Page #3 vendor payee form

Page #4 mandatory required items.

Page #5 price sheet

Like that.

please send this bid response to OMESCPeBID@omes.ok.gov

Question 12:

Attached is the Vendor XXXX's bid response to Solicitation #0900000486. (Vendor sent this bid response to the contracting officer's email)

Answer:

Contract officers cannot accept any bid to their email as it mentioned on the cover sheet so please send this bid response to OMESCPeBID@omes.ok.gov

The bid coming to Contract officer's email cannot be acceptable. So please send this to the email as it says in the cover sheet.

RETURN SEALED BID TO: OMESCPeBID@omes.ok.gov

Please read the Bidder's instruction document to how to submit this bid and where to submit.

I can only get this bid from this email after the bid closing of April 26,2021 after 3PM.

b. All other terms and conditions remain unchanged.

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Supplier Company Name (PRINT)		Date
<hr/>		
Authorized Representative Name (PRINT)	Title	Authorized Representative Signature