



Amendment of Solicitation

Date of Issuance: 10/09/2020

Solicitation No. 3400001713

Requisition No.

Amendment No. 1

Hour and date specified for receipt of offers is changed: [X] No [] Yes, to: 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 VIA EMAIL TO: BrianXD@health.ok.gov

U.S. Postal Delivery:

NA Brian Davis Contracting Officer

or Personal or Common Carrier Delivery: 405 - 271-4043 Phone Number

NA BrianXD@health.ok.gov E-Mail Address

Description of Amendment:

a. This is to incorporate the following:

SECTION C ATTACHED is to be included in this solicitation.

b. All other terms and conditions remain unchanged.

Supplier Company Name (PRINT) Date

Authorized Representative Name (PRINT) Title Authorized Representative Signature

SECTION C

C. SOLICITATION SPECIFICATIONS

C.1. PURPOSE:

The Oklahoma State Department of Health, hereinafter referred to as the OSDH, is requesting a Request for Proposal for the development of a crisis hotline manual for responding to domestic and sexual violence, stalking and sex trafficking (DVSS).

C.2. CONTRACT RELATIONSHIP:

In accordance with the Office of Management and Budget (OMB Circular A-133, the relationship between the OSDH is that of a vendor.

C.3. CONTRACT PERIOD:

The Initial contract period will begin on Date of Award and terminate on January 31, 2021.

C.4. CONTRACT EXPENSE CAP:

The maximum available for this contract is \$39,500.00. Upon review and approval of deliverables as shown below:

Completion of manual w/sign-off from OCADVSA	\$15,000
Completion of online training module(s)	\$12,250
Completion of 2 in-person/live video train-the-trainer events	\$12,250
TOTAL:	\$39,500

The contract amount is \$39,500 and will pay the services of a writer/trainer. The Contractor will update the Oklahoma Coalition Against Domestic Violence and Sexual Assault's (OCADVSA) crisis hotline manual and develop online training module(s) to support the implementation of the manual to be hosted on the OCADVSA website. Additionally, the Contractor will provide a minimum of two in-person/live video implementation train-the-trainer opportunities.

D. EVALUATION

D.1. Proposals will be evaluated on the "best value" determination in accordance with 74 O.S. § 85.2 (2). on the following criteria

D.1.1. Staff and organizational capacity for this contract:

D.1.2. Experience with training and/or manual development with preference for experience and expertise with crisis hotlines, domestic violence, sexual violence, stalking and/or sex trafficking and letter of reference/support:

D.1.3. Proposed Work Plan for developing and training on the Crisis Hotline Manual for responding to Domestic and Sexual Violence, Stalking and Sex Trafficking.

D.2. Contractor Qualifications

Minimum: Two years of experience working with victims of domestic violence, sexual assault, stalking and/or sex trafficking. One year of experiencing answering hotline calls related to these issues.

Preferred: Five years of experience working with victims of domestic violence, sexual assault, stalking and/or sex trafficking. Three years of experience answering hotline calls related to these issues.

D.3. Mandatory Requirements: Provide a proposal that includes the following sections. The proposal narrative should be limited to no more than 12 pages single space. Use Calibri 12-point font with one-inch margins. The proposal should include:

D.3.1. Organizational Capacity

Describe organization capacity, include a description of current staffing and expertise that will be available to the project. Include experience with crisis hotlines, domestic violence, sexual violence, stalking and/or sex trafficking. Include experience with manual development and/or training. Not to exceed 2 (two) pages. Include resumes/curricula vita of key personnel exhibiting relative experience to project (not included in page limit).

D.3.2. Specific Experience

Provide a brief narrative description of a specific training and/or manual development the organization conducted and completed or one that is ongoing. Include the types of training modalities and information gathering techniques utilized in this effort, and successes and challenges. Not to exceed 2 (two) pages. Provide one letter of reference/support from a previous project.

D.3.3. Work Plan and Timeline

Describe a proposed work plan for developing and training on the Crisis Hotline Manual for responding to Domestic and Sexual Trafficking. Include a proposed timeline for facilitating the project, including manual development, online training modules and train-the-trainer efforts. All work must be completed by January 31, 2021. Do not exceed 4 (four) pages for this section. Work product examples should be provided to demonstrate experience and expertise with crisis hotlines, domestic violence, sexual violence, stalking and/or sex trafficking. Pages for work products are in addition to the work plan and schedule time of 4 (four) pages

D.4. INSTRUCTIONS TO SUPPLIERS

Prospective Bidders are urged to read this Solicitation carefully. Failure to do so shall be at the Bidder's risk. Provisions, terms, and conditions may be stated or phrased differently than in previous solicitations

E. CHECKLIST

NONE

F. OTHER

NONE

H PRICE AND COST

EXPENSE CAP: SEE C.4.