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| Oklahoma Pinwheel Logo |  | Amendment of Solicitation |

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| **Date of Issuance:** | 3/27/2020 | | **Solicitation No.** | | 0900000433 | | |
| **Requisition No.** | 0900013783 | | **Amendment No.** | | 2 | | |
| Hour and date specified for receipt of offers is changed: | | | No | Yes, to: | 4/29/2020 | 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 or Personal or Common Carrier Delivery:  Office of Management and Enterprise Services  ATTN: RFP #0900000433  5005 N. Lincoln Blvd.  Oklahoma City, OK 73105 | | Sheri Diehm | | | | |  |
| Contracting Officer | | | | |  |
| 405-365-1964 | | | | |  |
| Phone Number | | | | |  |
| Sheri.diehm@omes.ok.gov | | | | |  |
| E-Mail Address | | | | |  |
| **Description of Amendment:** | | | | | | | |
| a. This is to incorporate the following: | | | | | | | |
| Questions 1-4 answered in Amendment #1.  Questions continued, Amendment #2:  Question 5: There are no details about the products in the bid documents. Can you please provide some more information you want regarding the below categories?  • Servers  • Productivity  • Office Suite  • Operating Systems  Answer 5: See attached, Exhibit 1-6.  Question 6: Ideally for us to quote we will need the exact products and quantities that you want pricing on, since those categories are too vague, and the pricing greatly vary depending on the specific products, would you share products sheet for which you are seeking pricing and any further details on how you want it to be structured?  Answer 6: See attached, Exhibit 1-6.  Question 7: Do you want us to provide the pricing in a cost-plus manner or the percentage discount on MSRP?  Answer 7: Discount off MSRP.  Question 8: Do you also want the pricing for Microsoft EES (Education Products) as well?  Answer 8: Yes  Question 9: Does the reseller should be a Gold Microsoft partner?  Answer 9: Preference may be given to a supplier who holds this distinction.  Question 10: Under the Required Bid Structure in the Cover Page – Bidder Instructions document (Section 8.1.D. and Section 8.2 H.v.) a proposed draft of a Statement of Work, including data migration from the existing system, is required to be included with the bid.  1. Is the State requesting a sample Statement of Work that would be used for future services engagements be included with the response?  2. If the State is not looking for a sample SOW, can the State provide additional details on the environment and the services requested to be included in the draft Statement of Work?  Answer 10:  1. This is not a requirement.  2. This is not a requirement.  Question 11: With the COVID-19 Situation, can the state give an option to submit the bid electronically instead of sending a physical copy?  Answer 11:  AMENDED: Section 9, Submission of Bid, Section 10, Bid Withdrawal, Bid Change and Alternate Bid and Section 12, Bid Public Opening, located in the Cover Page-Bidder Instructions, as follows:  9 Submission of Bid  9.1 IT IS THE BIDDER’S SOLE RESPONSIBILITY TO SUBMIT INFORMATION IN THE BID AS REQUESTED AND IN COMPLIANCE WITH THE OKLAHOMA CENTRAL PURCHASING ACT AND ASSOCIATED OAC TITLE 260 RULES INCLUDING WITHOUT LIMITATION OAC 260:115-3-7 AND 260:115-3-11 . A submitted Bid is rendered as a legal offer and is required to be in strict conformity with these Bidder Instructions.  9.2 A Bid shall be submitted electronically, via E-mail only. Do not use mail or delivery to provide a bid. Facsimile Bid submittals shall not be accepted. THE BID SHALL BE LABELLED, IN THE SUBJECT OF THE EMAIL, ORIGINAL AND TO THE ATTENTION OF THE CONTRACTING OFFICER IDENTIFIED ON THE BIDDER INSTRUCTIONS COVER PAGE, WITH THE SOLICITATION NUMBER AND BID RESPONSE DUE DATE AND TIME. The legal name and complete address of the Bidder shall be included in the beginning of the email. The date and time of the email will stand as received. If the files are too large to send them all at one time, you can send more than one email. If this is the case, provide a link to the response in the cloud. We will accept responses in a zip file or via cloud. Bidder will have to provide instructions on how to access these type of submissions and are to be provided by the Bidder and not the agency.  9.3 Each Bidder must submit one email or link to the cloud, of the Bid and is highly encouraged to submit its Bid in “a machine readable” format, meaning the Bid can be automatically read and processed by a computer. Bid shall be the original and will be considered the official Bid for all purposes. All Bids shall be legibly written or typed. Unnecessarily elaborate brochures or other presentations beyond those necessary to present a complete and effective Bid are not desired.  9.4 Pursuant to OAC 260:115-3-7, in addition to other instructions pertaining to samples, if the Solicitation requires or allows submission of a sample with a Bid, the samples must be sent electronically, via email. Samples will not be received any other way.  10 Bid Withdrawal, Bid Change and Alternate Bid  10.2 Except as requested by the State, a Bid may not be changed after the Bid Response Due Date and Time. If the Bidder needs to change a submitted Bid prior to the Bid Response Due Date and Time, the Bidder shall withdraw the originally submitted Bid and a new Bid shall be submitted to the State by the Bid Response Due Date and Time in accordance with Section 9 and include the following statement on the superseding Bid cover page: “THIS BID SUPERSEDES THE BID PREVIOUSLY SUBMITTED” AND “SUPERSEDING BID” MUST APPEAR IN THE SUBJECT LINE OF THE EMAIL.  10.3 A Bidder may submit one or more Alternate Bids. Any Alternate Bid submitted shall be a complete Bid and shall be clearly identified IN THE SUBJECT LINE OF THE EMAIL as an Alternate Bid. If more than one Alternate Bid is submitted, the identification shall refer to Alternate Bid 1, Alternate Bid 2, etc.  12 Bid Public Opening  There will be no physical Bid openings at this time. Public Bid openings will be conducted on a per request basis via ZOOM. Zoom address will be provided to anyone requesting a Public Bid Opening.  Question 12: Frates Building, 5005 N. Lincoln Blvd., Oklahoma City, OK update notice.  Answer 12: On behalf of the State of Oklahoma, the Office of Management and Enterprise Services (OMES) gives notice of the following:  Due to COVID-19 concerns, the office has been closed and all personnel that can have been mandated to Telework. Because of this, the close date has been extended to 4/14/20 to allow for email responses.  Submit email responses to **OMESCPeBID@omes.ok.gov.**  For all responses that are unable to be submitted via email due to size limitations, the vendor is requested to submit via a **Cloud Service such as Dropbox**.  **The state is not responsible for incorrect link information.**  **Do not "copy" the contracting officer on your email.  Submit your response to the email address above, only. This notice overrides any previous update. All other instructions remain the same.**  Question 13: Can the State please confirm the due date of the bid.  Answer 13: The closing date has been changed to 4/29/2020 at 3:00PM CDT.  Question 14: Can the state please share the excel sheet for all the products that you are looking for us to quote? Shall we provide the pricing the same way SHI provided in 2018? Link Attached <https://www.ok.gov/dcs/solicit/app/solicitationDetail.php?conID=3164>)[Old Contract- SHI.zip](https://wiki.ok.gov/download/attachments/53772466/Old+Contract-+SHI.zip?version=1&modificationDate=1585328597481)  Answer 14: Yes, please use this example as a template. | | | | | | | | |
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| b. All other terms and conditions remain unchanged. | | | | |
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| Supplier Company Name (**PRINT**) | | |  | Date |
|  |  |  |  |  |
| Authorized Representative Name (**PRINT**) |  | Title |  | Authorized Representative Signature |