



**Date of Issuance:** 09/16/2022

**Solicitation No.** 0900000557

**Requisition No.** 0900016696

**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:**

Joseph Farani  
Contracting Officer

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**Description of Amendment:**

a. This is to incorporate the following:

**Q1.** I'm not seeing any details in the "Exhibit 1" document that should contain the scope information. Is there another doc I should be looking for?

**A1. Please refer to the Purpose section of Attachment A and Section 8 of the Bidder Instructions for the bid scope/requirements. Exhibit 1 will be incorporated as part of the final contract documents.**

**Q2.** Do you have the software brand or part number specified in the table below?

SW1067 Legal Case Management

Description	Unit of Measure	List Unit Price	Percent off List	Oklahoma Price

**A2. No. Bidders should propose catalog prices utilizing the format in Exhibit 1.**

**Q3.** I saw this text below under the bidder's instructions 8.1 C

"The cloud-based solution must combine all communications, redlines, and work product together for a collaborative contracting process. Additional functionality to allow for processing of open records request as well as other legal processes. A solution that automates document management, document lifecycle management, and workflow management."

Is this RFP for legal Case Law software and management?

**A3. The RFP is broad in scope and does include platforms that provide legal case software and/or management.**

**Q4.** Is it possible to get detailed requirements from the State for the case management system?  
**A4. Please refer to the Purpose section of Attachment A and Section 8 of the Bidder Instructions for the bid scope/requirements.**

**Q5.** Is Exhibit 1 for pricing details?  
**A5. Yes. Bidders should propose catalog prices utilizing the format in Exhibit 1.**

**Q6.** How do we fill Exhibit 1 in the image below?  
SW1067 Legal Case Management

Description	Unit of Measure	List Unit Price	Percent off List	Oklahoma Price

**A6. Bidders should propose catalog prices utilizing the format in Exhibit 1.**

**Q7.** Please clarify the Scope of Work. Attachment A – Solicitation references Exhibit (1) for Scope of Work requirements and terms. Exhibit (1) appears to be blank. Please identify which specific state agencies this RFP will support or is in reference to. Is the RFP for multiple state agencies, or a singular agency?  
**A7. Please refer to the Purpose section of Attachment A and Section 8 of the Bidder Instructions for the bid scope/requirements. Exhibit 1 will be incorporated as part of the final contract documents.**

**Q8.** If the RFP is for a state agency that does not require access to criminal justice data, will CJIS still be a requirement?  
**A8. CJIS is only required for agencies that have CJIS data.**

**Q9.** Is there an anticipated number of users? If so, how many are internal users (with the same government email account) and how many are external? For internal users, does this number include IT support staff?  
**A9. The state does not have this information as it depends on the agency and their business needs**

**Q10.** What is the anticipated amount of storage required for the solution?  
**A10. The state does not have this information as it depends on the agency and their business needs**

**Q11.** Are legal exceptions acceptable/negotiable at the time of contract?  
**A11. Bidders have the opportunity to include requested exceptions to the terms. Please refer to the Bidder Instructions Section 4 and the last page of the same document for submission format.**

**Q12.** Is the state willing to sign a NDA to gain access to a solution’s security white paper prior to response submission? If so, please advise the method by which to submit.  
**A12. No.**

**Q13.** When will answers to the Q&A be posted?  
**A13. Amendments are usually posted within two business days.**

**Q14.** With regards to the required response to the bid specifications and requirements per Section 8.2.H, can OMES please provide more detail around the scope and requirements of the proposed solution (in addition to what is included below from Section 8.1.C)?  
**A14. The RFP is broad in scope and does include platforms that provide legal case software and/or management.**

**Q15.** What is the anticipated timeline for bid award through implementation and the desired in production/go-live date?  
**A15. The state does not have this information as it depends on the agency and their business needs.**

- Q16.** Please explain collaborative contracting process as mentioned in Section 8.1.C.  
**A16. Ability to update and work on contract documents with multiple individuals in one file location.**
- Q17.** Bidder Instructions Section 8.1.C. – What additional functionality is required?  
**A17. The RFP is broad in scope and does include platforms that provide legal case software and/or management.**
- Q18.** Bidder Instructions Section 8.1.C. – How many workflows required?  
**A18. The state does not have this information as it depends on the agency and their business needs.**
- Q19.** Bidder Instructions Section 8.1.C. – Will the documents just be moved to another location after its lifecycle, or will they be deleted?  
**A19. The state does not have this information as it depends on the agency and their business needs.**
- Q20.** Bidder Instructions Section 8.1.C. – How many users will need to have access to the system? Of those users, how many need workflow approvals compared to viewing?  
**A20. The state does not have this information as it depends on the agency and their business needs.**
- Q21.** Bidder Instructions Section 8.1.C. – Is there an old system in place that the data would need to be migrated to the new environment?  
**A21. The state does not have this information as it depends on the agency. Some may have a legacy system to migrate from some might not.**
- Q22.** Bidder Instructions Section 8.1.C. – Would you prefer a subscription or perpetual licensing?  
**A22. No preference. Please submit your business structure in the bid response.**
- Q23.** Bidder Instructions Section 8.1.C. – How much data will be entered into the system on a yearly basis?  
**A23. The state does not have this information as it depends on the agency and their business needs.**
- Q24.** Bidder Instructions Section 8.1.C. – How many data types are being collected with communications, redlines, and work product?  
**A24. The state does not have this information as it depends on the agency and their business needs.**
- Q25.** Please explain functionality provided in Bidder Instructions Section C.i.1-8.  
**A25. The RFP is broad in scope and does include platforms that provide legal case software and/or management.**
- Q26.** Can a copy of SW1067 be provided?  
**A26. This is a new statewide contract portfolio. Attachments A-D are the terms that will be incorporated into SW1067 contracts unless exceptions to the terms have been negotiated and accepted by the State.**
- Q27.** Does the pricing sheet have to be in that spreadsheet provided?  
**A27. Yes.**
- Q28.** Bidder Instructions Section 13.2. – Pursuant to OAC 260:115-7-32, Bidder past performance as a Supplier may be considered when evaluating a Bid.  
Does this mean bids won?  
**A28. The State Purchasing Director shall consider bidder performance on previous contract awards and indicate past performance in the evaluation document. If the State Purchasing Director has received complaints on a supplier, the supplier may be found not responsible.**
- Q29.** Attachment D Section 9 - Pursuant to 62 O.S. § 34.31, if customized computer software is developed or modified exclusively for a State agency, the Supplier has a continuing obligation to comply with such law and

place the source code for such software and any modifications thereto into escrow with an independent third party escrow agent. Supplier shall pay all fees charged by the escrow agent and enter into an escrow agreement, the terms of which are subject to the prior written approval of the State, including terms that provide the State receives ownership of all escrowed source code upon the occurrence of any of the following:

Can you explain customized computer software?

**A29. Software that is specifically created and/or customized for the agency's request.**

b. All other terms and conditions remain unchanged.

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

\_\_\_\_\_  
Date

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

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