

Date of Issuance: 28 May 2020

Solicitation No. 8300001168

Requisition No. 8300023763

Amendment No. Two (2)

Hour and date specified for receipt of offers is changed: No Yes, to: _____

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:

Office of Management and Enterprise Services
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Description of Amendment:

a. This is to incorporate the following:

On behalf of the State of Oklahoma, the Office of Management and Enterprise Services, (OMES), gives notice of the following:

1. Amendment to Bidder Instructions, Section 8 Required-Bid Structure insert sub section

B.3.2. Organizational information section

B.3.2.1 .Identify any services currently providing to DDS clients.

- a. If currently providing services, provide a mitigation plan for resolving any potential or perceived conflicts of interest or dual provision of services.
- b. Any contract awarded as a result of this RFP must be in compliance with applicable state or federal law concerning conflicts of interest or dual provision of services

2. WIKI questions responses

b. All other terms and conditions remain unchanged.

Supplier Company Name (**PRINT**)

Date

Authorized Representative Name (**PRINT**) Title

Authorized Representative Signature

Solicitation 8300001168, Amendment two (2) WIKI Q&A

1 of 9.

May 18, 2020

Andrew Tramel

Will the Agency grant an extension to the RFP to June 12, 2020?

May 22, 2020

Cinnamon Alexander

Please Review Amendment One (1). Date has been extended.

2 of 9.

May 19, 2020

Jeff Case

The following Section of the Bidder Instructions list the following:

- B.2.3. must include navigation approaches for the Waiver waiting list, such as:
 - B.2.3.1. Provide outreach, support and advocacy to families on the Waiver waiting list;
 - B.2.3.2. Identify services and supports each family or individual may be eligible for;
 - B.2.3.3. Assist families with the application process for any services they may be eligible for and follow up to ensure the service or support is in place;
 - B.2.3.4. Connect families and individuals to community resources in their local area and beyond; and
 - C.2.3.5. Work collaboratively with the family and the identified resources, supports and service providers to ensure individuals and their families may continue to live and work supportively within their own community.

Is the RFP request for the service provision and navigation of the waiting list in addition to the COTS software/system? This language reflects actual navigation and facilitation of the service versus the software system that the state is requesting.

Any clarity on this subject would be appreciated.

May 22, 2020

Cinnamon Alexander

Question: Is the RFP request for the service provision and navigation of the waiting list in addition to the COTS software/system?

Answer: Yes

Clarification of Statement: This language reflects actual navigation and facilitation of the service versus the software system that the state is requesting.

Clarification Response: The provisions in aforementioned Sections B.2.3. through C.2.3.5. of the RFP offer core navigation expectations. The COTS software/system is for waiting list management as specified in Section B.2.2. of the RFP.

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May 21, 2020

Andrew Tramel

In light of COVID-19, many states are experiencing a significant reduction in tax revenues. As a result governors and legislators are requesting agencies to reduce previously approved budgets and delay non-essential projects. Please confirm or clarify:

1. the Wait Listing project has budget dollars allocated to it
2. the sources of the budget funding (i.e. Federal vs State)
3. the amount of the project budget.

May 26, 2020

Cinnamon Alexander

Question 1: The Wait Listing project has budget dollars allocated to it?

Answer 1: Yes

Question 2: The sources of the budget funding (i.e. Federal vs State)?

Answer 2: The sources of the budget funding (i.e. Federal vs State) -- it is a mixture of state and federal funds

Question 3: The amount of the project budget?

Answer 3: The Agency chooses to not disclose the projected budget.

May 26, 2020

Michael LePostollec

Vendor Questions:

1. 8.1.B.iii Page 5: There is reference to evaluation of a “Submitted Demonstration (Demo, required with response.” Please provide further information about the format and nature of this demonstration as well as the mechanism that should be used to submit this with a response.
2. B.2.1.6 Page 5: Please confirm that the system referred to in this item is the state’s system, and the bidder should submit information to show how it will determine the state’s capacity to service individuals with intellectual and developmental disabilities.
3. B.2.2 Page 6: Please clarify what is meant by “a self-lending component.”
4. B.2.2.3 Page 6: There is reference to timely application processes for new and existing applicants. Please clarify whether the Department is expecting the selected vendor to receive and process new applications for DDS Home and Community-Based Services and Supports, or if the selected vendor would receive referrals following processing of initial applications for services by another entity.
5. B.2.4 Page 6: Please confirm that it is the Department’s expectation that the selected contractor will administer a validated assessment tool to individuals on the waiting list as part of the contract resulting from this procurement. Is the Department looking for bidders to recommend the frequency of the assessment, or is there a schedule the Department would recommend for completing reassessments (e.g., every year, every 3 years, etc.)?
6. B.2.1 Page 7: Please confirm the numbering on page 7. It appears that B.2.1 Include a systematic, approach for management strategies, regarding the waitlist – should be B.2.5. There is already a B.2.1 on page 5. This would also impact B.2.1.1 or B.2.5.1 on that same page.
7. B.2.2 Page 7: Please confirm the numbering on page 7. It appears that B.2.2 Recommendation of quality assurance and quality improvement efforts regarding management of the waiting list – should e B.2.6. There is already a B.2.2 on page 6. This would also impact B.2.2.1, B.2.2.2, and B.2.2.3 (or B2.6.1, B.2.6.2, and B.2.6.3).
8. B.2.2.2 Page 7: There is a request to bidders to specify opportunities to collect data which is accessible and interfaces with other data systems. Please provide information about the number of other systems the Department would like interfaces with. Is the Department looking for bidders to make recommendations about the nature of these interfaces? Do they need to be in real-time and bidirectional?
9. H.vi Page 8: Please clarify what is meant by User Group meetings or conferences.
10. H.vii Page 8 Please clarify what is meant by “... employees allocated strictly for research.” Is this specific to the technology solution or other aspects of the contract (e.g., navigation, outreach)?
11. 8.2.C.iv Page 10: To support an evaluation of Section 8.2.H.i where bidders are requested to insert information that shows the ability of the bidder to meet or exceed any Contract

- and Bid specifications and requirements – would the Department consider allowing bidders to submit a redacted copy of their proposal in replace of Section 8.2.C.iv?
12. I. Section Nine: Pricing: Does the Department have a maximum expected budget for this contract? Knowing this budget would assist bidders propose the most advantageous solution within the Departments available funds.
 13. Attachment A: Please provide data on the number of new individuals who were added to the waiting in SFY 2017, SFY 2018, and SFY 2018. These would be unique to coming onto the waiting list, independent of those coming off the list through enrollments.

Cinnamon Alexander

Question 1: 8.1.B.iii Page 5: There is reference to evaluation of a “Submitted Demonstration (Demo, required with response.” Please provide further information about the format and nature of this demonstration as well as the mechanism that should be used to submit this with a response. Demonstration may include, but is not limited to a virtual, PowerPoint, or other demonstration that provides a multi-dimensional view of proposed services/supports.

Answer 1: Demonstration may include, but is not limited to a virtual, PowerPoint, or other demonstration that provides a multi-dimensional view of proposed services/supports.

Question 2: B.2.1.6 Page 5: Please confirm that the system referred to in this item is the state’s system, and the bidder should submit information to show how it will determine the state’s capacity to service individuals with intellectual and developmental disabilities.

Answer 2: Confirmed

Question 3: B.2.2 Page 6: Please clarify what is meant by “a self-lending component.”

Answer 3: Intuitive system that allows primary and end-users to realize specifications in Section B.2.2.

Question 4: B.2.2.3 Page 6: There is reference to timely application processes for new and existing applicants. Please clarify whether the Department is expecting the selected vendor to receive and process new applications for DDS Home and Community-Based Services and Supports, or if the selected vendor would receive referrals following processing of initial applications for services by another entity.

Answer 4: It is anticipated the vendor will receive and process applications for the Waiver Waiting List.

Question 5: B.2.4 Page 6: Please confirm that it is the Department’s expectation that the selected contractor will administer a validated assessment tool to individuals on the waiting list as part of the contract resulting from this procurement. Is the Department looking for bidders to recommend the frequency of the assessment, or is there a schedule

the Department would recommend for completing reassessments (e.g., every year, every 3 years, etc.)?

Answer 5: Section B.2.4. requires a [recommendation](#) of a validated assessment tool to assist in determining needs. If bidder is inclined to propose the means for using a validated assessment tool, then include in the proposal

Question 6:B.2.1 Page 7: Please confirm the numbering on page 7. It appears that B.2.1 Include a systematic, approach for management strategies, regarding the waitlist – should be B.2.5. There is already a B.2.1 on page 5. This would also impact B.2.1.1 or B.2.5.1 on that same page.

Answer 6: Confirmed

Question 7: B.2.2 Page 7: Please confirm the numbering on page 7. It appears that B.2.2 Recommendation of quality assurance and quality improvement efforts regarding management of the waiting list – should e B.2.6. There is already a B.2.2 on page 6. This would also impact B.2.2.1, B.2.2.2, and B.2.2.3 (or B2.6.1, B.2.6.2, and B.2.6.3).

Answer 7: Confirmed

Question 8: B.2.2.2 Page 7: There is a request to bidders to specify opportunities to collect data which is accessible and interfaces with other data systems. Please provide information about the number of other systems the Department would like interfaces with. Is the Department looking for bidders to make recommendations about the nature of these interfaces? Do they need to be in real-time and bidirectional?

Answer 8: The Department is open to recommendations regarding interfaces with IT systems/applications that are used in public and private sectors.

Question 9: H.vi Page 8: Please clarify what is meant by User Group meetings or conferences

Answer 9: Individuals who are involved in the Waiting List management effort, including contract and DDS staff.

Question 10: H.vii Page 8 Please clarify what is meant by “... employees allocated strictly for research.” Is this specific to the technology solution or other aspects of the contract (e.g., navigation, outreach)?

Answer 10: The question is primarily intended to refer to technology solutions, but may include other aspects of the services to be provided under the contract.

Question 11: 8.2.C.iv Page 10: To support an evaluation of Section 8.2.H.i where bidders are requested to insert information that shows the ability of the bidder to meet or exceed any Contract and Bid specifications and requirements – would the Department consider

allowing bidders to submit a redacted copy of their proposal in replace of Section 8.2.C.iv?

Answer 11: The Supplier can submit a response that contains a confidential and proprietary notation on the page(s) or paragraph(s) it considers to be confidential and proprietary. Generally speaking any response is considered a “public record” that can be requested by the public only after an award is made. If the Supplier submits a response that contains confidential or proprietary information that is clearly marked, then the State Purchasing Director will review and make an ultimate determination and notify the bidder. If the State Purchasing Director agrees, then the information will remain confidential and if an open records request seeks to view the response, the agency will redact the confidential information before disclosure. If the State Purchasing Director disagrees that the information is confidential, then the bidder will have the option of resubmitting without the information or choose to remove the confidential markings. A Bid/Response marked in total, as proprietary and/or confidential shall not be considered confidential. Likewise, resumes, pricing, marketing materials, business references, Voluntary Product Accessibility Templates, additional terms proposed by a Bidder and subcontractor information are not confidential and are not exempt from disclosure under the Oklahoma Open Records Act.

Question 12: I. Section Nine: Pricing: Does the Department have a maximum expected budget for this contract? Knowing this budget would assist bidders propose the most advantageous solution within the Departments available funds

Answer 12: This answer has been posted in a prior response above.

The Wait Listing project has budget dollars allocated to it? Yes

The sources of the budget funding (i.e. Federal vs State)? The sources of the budget funding (i.e. Federal vs State) -- it is a mixture of state and federal funds

The amount of the project budget? The Agency chooses to not disclose the projected budget.

Question 13: Attachment A: Please provide data on the number of new individuals who were added to the waiting in SFY 2017, SFY 2018, and SFY 2018. These would be unique to coming onto the waiting list, independent of those coming off the list through enrollments.

Answer 13: SFY 2017 – 229 applications and SFY 2018 – 209 applications

5 of 9.

May 26, 2020

Waleed Fadavel

What is meant by B.2.2. (page 6 of 20): Contain, Self-lending component, for specific acquisition(s) and implementation of a comprehensive, integrated waiting list management system? Specifically self-lending in terms of the software application.

Cinnamon Alexander

Intuitive system that allows primary and end-users to realize specifications in Section B.2.2

6 of 9.

Waleed Fadavel

What is meant by B.2.2. (page 6 of 20): Contain, Self-lending component, for specific acquisition(s) and implementation of a comprehensive, integrated waiting list management system? Specifically self-lending in terms of the software application.

Cinnamon Alexander

Duplicate Question

7 of 9.

May 26, 2020

Waleed Fadavel

What is meant by: B.2.2.4. (page 6 of 20): Must provide detailed plans, for engaging all waiting list applicants, to better understand and access supports and services, at the community and statewide level? Specifically engaging.

Cinnamon Alexander

Answer: A means to gather information through telecommunication, in-person, etc., with the applicant.

8 of 9.

May 26, 2020

Waleed Fadavel

What is meant by B.2.3.5 listed as C.2.3.5 (page 6 of 20) Work collaboratively with the family and the identified sources, specifically work collaboratively.

Cinnamon Alexander

Answer: Collaboration is a person-centered approach to better understand the individual-specific needs, which may include input from family, friends, guardians, advocates, etc.

9 of 9.

Michael LePostollec

Vendor Question:

What is the expected implementation timeline for this program?

Cinnamon Alexander

Implementation efforts will begin upon anticipated award of the contract. Deliverables will be identified and sequenced for realization within the first month of the award
