



**Date of Issuance:** 03/25/2021

**Solicitation No.** 1600000060

**Requisition No.** \_\_\_\_\_

**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:**

Jacob Short  
Contracting Officer

405-522-0437  
Phone Number

Jacob.Short@omes.ok.gov  
E-Mail Address

**RETURN TO:** [OMESCPeBID@omes.ok.gov](mailto:OMESCPeBID@omes.ok.gov)

**Description of Amendment:**

a. This is to incorporate the following:

Amendment

**1. Attachment A has been amended adding a new Items under 2.A and changing the verbiage of “monitoring” to “Analysis”. An updated attachment A is posted on the solicitation website.**

On behalf of the State of Oklahoma, the Office of Management and Enterprise Services (OMES) gives notice of the following questions concerning this solicitation, received during the Wiki QA period, which closed on March 24, 2021. All questions and procurement/agency responses are detailed below:

**Q1:** OMES’s Open IT Solicitations page indicates the closing date of the solicitation is April 24, 2021. The Bidder Instructions cover page lists the due date as April 27, 2021. Can OMES confirm the proposal due date?

**Response:** *The closing date is April 27, 2021*

**Q2:** Section 8.1 (E)(i) of the Bidder Instructions indicates that bidder is to provide a single total for each year of contract. Attachment A – Specifications states that the initial term of the contract is one year and there are five one-year options to renew. Can OMES confirm that pricing should be provided for the full engagement?

**Response:** *Bidder should propose a single total for each year of the contract which would include 1 initial year, and up to five (5) additional renewal years.*

**Q3:** Section 8.1 (F)(i) of the Bidder Instructions discusses the Bidder Expert Lead Form. However, this form does not appear to be mentioned in section 8.2 Bid Packet Format. Where should this form be incorporated in the submittal?

**Response:** *This may be included in section 8.2.H (Section Eight: Response to Specifications and Requirements) documents.*

**Q4:** Section 8.1 (G)(i), (ii), (iii) of the Bidder Instructions discusses the Level of Expertise, Risk Assessment Plan, and Value-Added Plan Exhibits. However, these exhibits do not appear to be explicitly mentioned in section 8.2 Bid Packet Format. Where should these exhibits be incorporated in the submittal?

**Response:** *These may be included in section 8.2.H (Section Eight: Response to Specifications and Requirements) documents.*

**Q5:** Section 8.2 (H) of the Bidder Instructions indicates that the following information should be provided if required. Can OMES confirm the following information is required for this solicitation?

- ii. The URL link to the bidder's VPAT
- iii. The completed information technology Security Certification and Accreditation Assessment
- iv. Proposed service level agreements
- v. Proposed draft statement of work (note that Section 8.1 (G)(vi) states that the final award is dependent upon the Bidder's Scope of Work being acceptable to the Owner)

**Response:** *This information should be provided in your bid response.*

**Q6:** Section 8.2 (K) of the Bidder Instructions indicates that any required financial and associated information shall be inserted in this section. What, if any, information is required to be submitted in section eleven for this solicitation?

**Response:** *No information is needed for this section at this time.*

**Q7:** Section 8.2 (L) of the Bidder Instructions indicates that any required business references and associated information shall be inserted in this section. How many references are required to be submitted, and what information is required to be submitted for each reference?

**Response:** *No information is needed for this section at this time.*

**Q8:** Attachment A - Specifications states contracts with six to 20 units of general local governments (UGLGs), non-profit organizations, or other entities. Can OMES confirm how many UGLGs the successful bidder will be working with?

**Response:** *We do not have the applicants of the grant yet so we cannot confirm how many there will be.*

**Q9:** Does the Department of Commerce already have an incumbent vendor providing services for this project?

**Response:** *Deloitte was awarded the DOB monitoring grant in 2013 but currently there is no vendor.*

**Q10:** Level of Expertise Form: This form prohibits the inclusion of any "identifying information" – would this include the names of particular clients and projects?

**Response:** *Yes. For example, if a past client were the State of New York you would not put that. You would put something along the lines of "Did X project for a large U.S. State with over Y number of customers with a 95% customer satisfaction" (That's a generic example, not specific to this solicitation). You can say the type of project but not the project name or contact with that client.*

**Q11:** Bidders Instructions – pg. 10 Executive Summary - Are there specific requirements for Executive summary that should be included in "general company information"?

**Response:** *No, Just general information*

**Q12:** Bidders Instructions – pg. 10 Section Eight Response to Specifications and Requirements – Is an information technology Security Certification and Accreditation Assessment Required?

**Response:** *Yes, this must be submitted with the response. It does not have to be approved prior to closing but the documentation must be submitted with the bid. The selected vendor's Security Assessment will be reviewed in clarification.*

**Q13:** Bidder Instructions – pg. 11 – Business References – how many references are required?

**Response:** *No references are needed.*

**Q14:** Does the State of Oklahoma Department of Commerce have any staff dedicated to the CDBG-DR monitoring efforts listed in the specifications, and will the contractor be required to work with this, or another particular unit with the DOC?

**Response:** Yes, there is one FTE that solely works with CDBG-DR and several others that work on CDBG-DR part time. The contractor will work directly with the CDBG-DR Programs Planner. Please note that these are not monitoring services, they are to do the DOB analysis at the beginning of the grant, continue to ensure compliance throughout and update DOB analyses as needed.

**Q15:** Has the State's CDBG-DR Action Plan for funds allocated under PL 116-20 been approved by HUD? Only a draft is provided publicly on the website.

**Response:** Yes, the action plan online has been approved but we are still waiting to be approved for our financial certification (this should be coming in a matter of days). Please note that the Action Plan will change somewhat from the online version, we are already working on a substantial amendment.

**Q16:** Is the scope limited to duplication of benefits monitoring, or is the state requesting broader programmatic monitoring for compliance with HUD and federal cross-cutting requirements as well (including Davis Bacon, program income, etc) and if so, would this be considered a Value Added Service?

**Response:** We are looking for someone to do the DOB analysis that is outlined in the 2019 DOB Federal Register Notice and have one file these analyses for each subrecipient and applicant. We are looking for someone to ensure compliance with DOB regulations for the entirety of the grant. ODOC CDBG-DR staff will do the monitoring required for subrecipients.

**Q17:** Is this for solely IT Procurement or CDBG Monitoring along with IT Services?

**Response:** CDBG DOB analysis along with IT Services.

**Q18:** Regarding 8.2 Bid Packet Format - Section 11 Letter K - Financial Information (page 10) – the instructions state “Any required financial and associated information shall be inserted in this section” – but throughout the RFP, it states “As part of the negotiations, the Bidder may be required to submit supporting financial...” and “Prior to award, the State may choose to request information from the Bidder to demonstrate its financial status and performance” - Can you please confirm what specific financial information we should submit for the RFP response and timeframe (i.e. # of years)?

**Response:** No financial information is needed at this time.

b. All other terms and conditions remain unchanged.

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Supplier Company Name (**PRINT**)

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Date

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Authorized Representative Name (**PRINT**) Title

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Authorized Representative Signature