|  |  |  |
| --- | --- | --- |
| J:\Function\Branding\- New OMES logo\Horizontal\OMES-logo-horiz-RGB.jpg |  | Amendment of Solicitation |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Issuance:** | 6/15/2022 | **Solicitation No.** | 625000011 |
| **Requisition No.** | 6250000492 | **Amendment No.** | 1 |
| Hour and date specified for receipt of offers is changed: | [x]  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:(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:**OMES Central PurchasingWill Rogers BuildingATTN: Teresa Terry2401 N. Lincoln Blvd., Ste. 116Oklahoma City, OK 73105 | Teresa Terry |  |
|  | Contracting Officer |  |
|  | (405) 521-6679 |  |
|  | Phone Number |  |
|  | Teresa.terry@omes.ok.gov |  |
|  | E-Mail Address |  |
| **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 questions concerning this solicitation, received during the QA period, which closed on June 10,2022. All questions and procurement/agency responses are detailed below:1. What are the expectations regarding these documents for the implementation vendor? Are they kept and available to SOS Administration throughout the life of the system within? Are they moved (archived manner) to a document imaging system?

***All open meeting submissions are available throughout the life of the system for SOS admin, the public body, and archived for citizen access.***1. Would the SOS be willing to leverage cloud agreements available to the State of Oklahoma to lower SOS costs?  This 'ask' should not be misconstrued as any expectation that SOS I.T. staff would be somehow responsible for the operations and support (maintenance) of the cloud resources/services.  However, SOS would have I.T. administrator access for any unforeseen reason.

***Yes.***1. Will the OMES help desk be utilized for users struggling to reset their password and not willing to submit an online Help Request to the solution's vendor?  If not, what are the expectations in regards to the system end-users/consumers assistance needs? Could it be tiered with OMES Service Desk as Tier 1 and Vendor being Tier 2?

***No, SOS divisional staff will be responsible for help requests/assistance.***1. Can you provide current known utilized database storage including document storage metrics of the current system for migration estimation reasons?

***Yes. The structure for the database is very simple. We are able to get the required documentation per request. We cannot release more information for security reasons. The information will be provided to the successful bidder if needed.***1. How large is the current DB (size, number of tables, etc)?

There are currently 6 tables and the DB is approximately 200 MB1. What is meant by this requirement, "System shall be capable of tracking and archiving user activity."? Does this mean we need to log all activity (adding, editing, deleting)?

Yes – Need to log all activities.1. What will the Citizen user dashboard consist of?

*Ability to update email and/or password and manage subscriptions.*1. What will be configurable for notifications, other than Citizen users choosing which Public Bodies to receive notifications from (i.e. types of meetings, types of document uploads, etc)?

***Users will subscribe to one or multiple public bodies.  When public bodies post or amend a meeting notice or add a document to a meeting notice, the subscriber is notified.*** 1. Is the Add To Calendar functionality mentioned in regards to a user adding a meeting notice to their respective google calendar, default system calendar, etc or is it to add to the OK Gov system's calendar?

*Users default system calendar** 1. How do you expect each user role to interact with calendars?

Graphical user interface, application  Description automatically generatedUser click on the calendar and it will display list of meeting notices that schedule on that day.* 1. Do individual users have their own calendars or are they seeing universal/master calendars?

***Universal/Master calendar***1. Will the history of a meeting notice be accessible by all users of the system?

Yes**Number of Admins,** ***5 – 10 (SOS staff plus IT staff)*****Number users.*****-      Public bodies –2385 active agencies but the number will continue to grow.*** ***-      Hard to predict the number of citizen users… but should be able to handle any number.***

| **#** | **RFP Page #** | **RFP Section** | **Question** |
| --- | --- | --- | --- |
| 1 | Exh. 1 p.1 | Exh. 1 B.1 | What version of SQL server is currently being used? SQL Server 14.0.2037.2 |
| 2 | Exh. 1 p.1 | Exh. 1 B.1 | How many tables are in the to be converted database? 6 current tables |
| 3 | Exh. 1 p.1 | Exh. 1 B.1 | What is the current size of the database in MB/GB? Approximately 200MB |
| 4 | Exh. 1 p.1 | Exh. 1 C.4 | Can the state elaborate on what data is to be tracked?  Data viewed, data edited, pages viewed, etc.? * 1. ***The web-based system (meetings.ok.gov) need to handle the open meeting filing, publishing, searching, tracking, and archiving of open meeting notices. Citizens able to subscribes to notifications for any open meeting notice or associated document submitted by specific, public bodies.***
	2. ***Admin***
	3. ***The current Open Meetings website: https://www.sos.ok.gov/meetings/legacy/default.aspx***
 |
| 5 | Exh. 1 p.2 | Exh. 1 D.4 | Does the state have existing systems that can be interfaced with to provide google maps data? No |
| 6 | Exh. 1 p.2 | Exh. 1 D.4 | Are virtual meeting links/info provided by the state body user or does the system need to generate these? ***Virtual meeting links/info provided by the state body user*** |
| 7 | Bid Instr. P.5 | 8.1.c | Which exhibit is referred to in this section? Not sure we understand the question. Possibly a typo in the bidder instructions?“C. As referenced in subsection 8.2.H, the Bid must reflect for each requirement on Exhibit” |

1.Whether companies from Outside USA can apply for this?          (like,from India or Canada) Possibly, will need to be reviewed prior to award by Legal and Cyber Command.2. Whether we need to come over there for meetings? No3. Can we perform the tasks (related to RFP) outside USA?        (like, from India or Canada) Possibly, will need to be reviewed prior to award by Legal and Cyber Command.4. Can we submit the proposals via email? Yes, follow bidder instructions on how to submit a response. |

|  |
| --- |
| b. All other terms and conditions remain unchanged. |
|       |  |       |
| Supplier Company Name (**PRINT**) |  | Date |
|       |  |       |  |  |
| Authorized Representative Name (**PRINT**) |  | Title |  | Authorized Representative Signature |