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| Oklahoma Pinwheel Logo |  | Amendment of Solicitation |

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| **Date of Issuance:** | | | 6/17/2020 | | | **Solicitation No.** | | | | | | | 8070000049 | | | | | | | | |
| **Requisition No.** | | | 8070001180 | | | **Amendment No.** | | | | | | | | 1 | | | | | | | | |
| Hour and date specified for receipt of offers is changed: | | | | | | | No | | | Yes, to: | | | 07/09/2020 | | | 3:00 | | | CDT |  | | |
| 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 in the subject line of the email. | | | | | | | | | | | | | | | | | | | | |
| **ISSUED FROM:** | | | | | | | | | | | | | | | | | | | | | |
|  | Sheri Diehm | | |  | 405-365-1964 | | | |  | | Sheri.diehm@omes.ok.gov | | | | | | |
| Contracting Officer | | |  | Phone Number | | |  | | | | E-Mail Address | | |
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| **RETURN TO:** | [OMESCPeBID@omes.ok.gov](mailto:OMESCPeBID@omes.ok.gov) | | | | | | | | | | | | | | |
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| **Description of Amendment:** | | | | | | | | | | | | | | | | | | | | | |
| a. This is to incorporate the following: | | | | | | | | | | | | | | | | | | | | | | |
| Q1: Does the State have a targeted or preferred number of IV&V vendors to select for this contract?  A1: OHCA intends to award to one vendor.  Q2: If a company is providing project management services for an OHCA project, is the company eligible to provide IV&V for another project?  A2: Yes, any vendor can bid OHCA will take into consideration the vendor’s work on other projects with OHCA.  Q3: Please confirm that IV&V Statements of Work for specific projects will be negotiated between OHCA and Contractors through Project Orders.  A3: Yes, this is a Project Order based contract.  Q4: If available, please provide a high-level timeline for the MMIS and Eligibility & Enrollment System procurements.  A4: This information is not currently available; however, it can be addressed during implementation planning after the contract is awarded.  Q5: Is this a Time & Materials contract with invoice to include hours worked during a month extended by the rate per hour by labor category from the Rate Card?  A5: This contract will be Project Order based. The vendor will be responsible for submitting invoices broken out by Project Order number. Also a pricing template has been provided with the RFP documents in order to assist bidders in their response.  Q6: Please explain the difference between these two bods. Because of the nature of this IV&V work, is only the MMIS performance bond required?  A6: This answer serves to strike this information from the RFP document.  Q7: How was the $5,000,000 determined? What if the value of the Project Order is less than this amount and therefore not bondable at this amount?  A7: This answer serves to strike this information from the RFP documents.  Q8: Would OHCA be willing to change the performance bond requirement to 10% of the annual value of the Project Order? Where performance bonds are required for IV&V work, this is a more usual amount.  A8: The bidder may take exception to this and OHCA will consider it during evaluation.  Q9: Section C.7.5.4. states, “If the submitted Price Proposal from exceeds the not-to-exceed defined in Attachment Six the proposal shall be deemed non-responsive.” We do not see a not-to-exceed cost or rates in Attachment Six. Is this relevant to this RFP?  A9; No, please provide pricing and OHCA will evaluate based on services offered, price presented, references, etc. The not-to-exceed amount will be provided on the Project Orders.  Q10: What is the predetermined method of calculation by which the price proposals will be scored?  A10: This is not relevant to the submission of the RFP. A pricing template was provided with this RFP; therefore, utilizing that will assist bidders in their submissions.  Q11: Will Bidders be allowed to present to OHCA a request to negotiate mandatory Requirements of RFP to facilitate OHCA’s determination “That a change in such requirements is in OHCA’s best interest”?  A11: All negotiations to the RFP must be presented in the bid. OHCA will take the negotiations under consideration during the evaluation time period.  Q12: Since the contract award is scheduled for more than nine months from now, is it acceptable to provide representative resumes for our key personnel?  A12: Yes.  Q13: A.9.1. refers to the “contract award date through June 30, 2021. Please clarify the anticipated contract award/start date and term of the contract (including any optional extension periods).  A13: The contract will be awarded through 06.30.2021. The intention is to have this contract awarded by October 2020 with six (6) options to renew.  Q14: The proposal due date is 6.25.2020; however, the optional interviews and awards are scheduled for 01.01.2021 and 03.31.2021 and given that the proposal must remain firm for 180 days from the RFP closing date, would the State consider moving the RFP dude day to 07.09.2020 to be within the 180 day due date?  A14: The due date has been extended to 07.09.2020. All dates have been shifted to accommodate this change.  Due Date: 07.09.2020  Narrative Evaluation Complete: 07.23.2020  Interviews: 08.13.2020  CMS Approval: 10.16.2020  Award: 10.31.2020  Q15: This section state, “C.7.2. The font shall be Times New Roman, and the type size shall be smaller than 12 point.” To give a comprehensive response within the page limits, would it be acceptable to use 11 point font for the type size in the response and 10 point font for figures, tables, footers, and headers?  A15: A14: Size 12 font has been chosen because it is the best font size for reading. OHCAe will accept a change to font size for tables and charts; however, if the tables and charts are not legible, then they will not be considered during evaluations.  Q16: Is it acceptable to include the information on the forms into a document containing Section headers, and page headers and footers (including page numbers)?  A16: Yes.  Q17: Section C.7.5.4.2. states, “C.7.5.4.2. If the submitted Price Proposal form exceeds the not-to-exceed defined in Attachment Six the proposal shall be deemed non-responsive. The Value-Added services and Potential Optional Services are not mandatory, so are not included in the not-to-exceed amount.” 10 Attachment 6 does not list a not-to-exceed. Is there a not-to-exceed that would be considered non-responsive?  A17: C.7.5.4.2. is hereby replaced with The Bidder shall submit hourly pricing by staff category. Annual contract not to exceeds, both increases and decreases, shall be established trough the Project Order process.  Q18: How will Pricing be scored during the Pricing Evaluation? How will the Best Value Evaluation Process be scored?  A18: This information is not relevant to the submission of the bid. Please utilize the pricing document provided as an attachment to this RFP.  Q19: What is the expectation of on-site vs. offsite? How many work spaces will the State provide?  A19: This shall be established in each Project Order.  Q20: Can references be provided for past clients?  A20: Yes.  Q21: The SOW Calendar of Events shows a proposal due date of June, 25, 2020. We respectfully request a two week extension to July 9, 2020.  A21: Yes, the due date has been extended to 07.09.2020. The timeline has now been shifted to accommodate the new due date.  Due Date: 07.09.2020  Narrative Evaluation Complete: 07.23.2020  Interviews: 07.30.2020  Internal Approval: 08.13.2020  CMS Approval: 10.16.2020  Award: 10.31.2020  Q22: A11.2.1. states, “OHCA anticipates beginning procurement planning after July 1, 2020, and the IV&V Contractor(s) shall work with OHCA and one or more consultants to develop the Project deliverables and artifacts from procurement through implementation.” The SOW Calendar of Events shows Award posted on 03.31.2021 and Operations Beginning 07.01.2021. Please clarify when the IV&V contract work is expected to begin.  A22: The earliest a Project Order may be submitted for service is 11.01.2020.  Q23: Attachment 6 Price Proposal spreadsheet includes year 2020 through year 2027. However, the SOW Calendar of Events shows Award posted on 03.31.2021 and Operations Beginning 07.01.2021. Please clarify when the IV&V contract work is expected to begin and if Attachment 6 pricing should be for year 2021 through year 2028.  A23: Attachment 6 should be 2020-2027. The contract will be awarded October 2020-06.30.2021 with six (6) options to renew.  Q24: C.1.4.2. states, “Bidder shall submit sketches descriptive literature, and/or complete specifications with their Bid.” Please clarify what is meant by and expected to submitted by the IV&V vendor for sketches and descriptive literature.  A24: if the proposal being submitted requires diagrams or descriptive literature, then this information needs to be submitted with the proposal.  Q25: C.7.3. states, “The Bidder shall not submit any items other than those requested in the Attachments/forms. If the Bidder submits marketing material, illustrations, extra pages or narrative, etc., the proposal may be considered non-responsive. The additional information will not be considered in the evaluation.” However, C.1.4.2. requires sketches and descriptive literature be submitted by the IV&V vendor. Please clarify the discrepancy between the two requirements.  A25: This is not a discrepancy. If diagrams and descriptive literature need to be provided to support the narrative answers asked, then they may be provided. However, additional marketing material and information outside of information relevant to questions asked will be accepted and may deem the bid non-responsive.  Q26: Please clarify the discrepancy in RFP 8070000049: 06 Attachment Two – Checklist and Corporate Stability include a checklist showing Attachments One through Eight, which are to be checked-off and included as part of the vendor’s proposal submittal. However, the documents made available on the OK OMES Solicitation 8070000049 site are numbered Attachments One through Seven. Furthermore, Attachment Two – Checklist and Corporate Stability shows an Attachment Four – Specifications, which is absent from the Attachments released under the Solicitation 8070000049 site. On the Solicitation 8070000049 site Attachment Four is called Technical Narrative. Please clarify this discrepancy.  A26: OHCA removed one of the required attachments and the checklist was not updated. There are no Specifications for this bid; therefore, Attachment Four – Specifications was removed and all attachments were renamed to accommodate this change. Specifications may be struck; however, Attachments 1-7 will need to be submitted to consider the proposal complete.  Q27: Please clarify a discrepancy in RFP 8070000049: When Opened, 09 Attachment 5 – Potential Option Services is titled “Attachment 6 Potential Optional Services”. Furthermore, when 10 Attachment 6 – Pricing is opened it is titled “Attachment Six Price Proposal”. Please clarify this discrepancy.  A27: Potential Optional Services should say Attachment 5 at the top and Pricing should say Attachment 6.  Q28: RFP A.16.12.2. mentions an outgoing IV&V team, is that incumbent eligible to bid on this opportunity? Who is the outgoing IVYV team vendor?  A28: Yes, the incumbent is eligible to bid on this RFP as any company who meets the requirements of the RFP are. The additional information may be provided when an Open Records Request is filled out and properly submitted.  Q29: 03 Section C instructions to bidder, C.7.2. state, “The font shall be Times New Roman, and the type size shall not be smaller than 12 point.” Can we use a different font style, and a smaller size font for tables and graphics?  A29: This can be changed for graphics and tables; however, if the information is not legible, then it will not be considered during evaluation.  Q30: 03 Section C Instructions to Bidder, C.7.3., states, “The Bidder shall not submit any items other than those requested in the Attachments/forms. If the Bidder submits marketing material, illustrations, extra pages or narrative, etc., the proposal may be considered non-responsive. “Are graphics and tables that we might include in the body of our proposal considered to be “illustrations”?  A30: Reference answer to question 25.  Q31: 03 Section C Instructions to Bidder, C.7.4.2. states, “Responses must be submitted on forms provided, where applicable. Where a form is not provided, responses must be submitted in MS Word format (.doc or .docx) or Adobe PDF (.pdf).” Please confirm that our company can submit a proposal in our standard, branded proposal templated with the required documents, unaltered, inserted into the template.  A31: Your company may use the standard template: however, it needs to be submitted in one of the formats listed. If OHCA cannot access the proposal, then it will be deemed non-responsive.  Q32: 01 Section A Scope of Work, A.3. Fiscal Agent (FA) states, “DXC Technology is currently contracted to provide the OHCA MMIS Enterprise.” Please confirm when DXC’s contract with Oklahoma ends. Also what other current vendors does OHCA contract with? It is possible that all other vendors will be sub-contractors to DXC?  A32: The DXC contract terminates June 30, 2024. Other contract information may be attainted through the Open Records Request form on the OHCA website.  Q33: 01 Section A Scope of Work, A.11 Project Information (A.11.1.) states, “Projects that are currently in progress prior to the award of this contract are anticipated to be completed by the incumbent IV&V Contractor.” Please define the phrase “in progress”. Would development of the RFP constitute “in progress” or does “in progress” start at the award of a contract to a module vendor?  A33: “In progress” means projects that are currently in development or implementation phase now.  Q34: 01 Section A Scope of Work, A.15.8. states, “Accepted Project Orders shall be signed by the RE Business Owner, OHCA Program Manager, and Contract Coordinator, and the Contractor Project Director.” In our company the CEO/President has signing authority, and not the PD or PM. Please confirm that our company’s CEO/President can sign Accepted Project Orders.  A34: Yes, the company’s representative with signature authority shall sign the document.  Q35: A.16.12.9.1. states, “A.16.12.9.1. The report must follow CMCS template and guidance and be in a format approve by OHCA and the RE.” Please confirm that the monthly reports will be delivered in the MECT excel template format.  A35: OHCA requires the format be in compliance with current CMS requirements.  Q36: 07 Attachment 3 References, 3.1. Past Performance information, d. states, “All of the returned surveys shall be included with the proposal response by the deadline date identified in Section A Scope of Work.” We respectfully request a two week extension for submission of these completed references to July 9, 2020.  A36: Reference answer to question 21.  Q37: Will an extension be granted since the responses to questions have not been posted yet?  A37: Reference answers to questions 14 and 21. | | | | | | | | | | | | | | | | | | | |

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