



**Date of Issuance:** 11/09/2021

**Solicitation No.** 8070000051

**Requisition No.** 8070001327

**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 Charries  
Contracting Officer

(405) 521-2191  
Phone Number

[Jacob.Charries@omes.ok.gov](mailto:Jacob.Charries@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:

Below are the answers to questions that were received. No further questions shall be accepted.

Please note that the closing date remains unchanged

1. **RFP Document: Bidder Instructions; RFP Reference: 8.1.C.2.viii, p. 5 of 18; Question: The RFP states “Transfer supporting documentation linked with the associated X to OHCA document management system on a mutually agreed upon schedule.” Will the State please define “X”?**

**“X” in this instance refers to invoice.**

2. RFP Document: Bidder Instructions; RFP Reference: 8.1.E, p. 6 of 18; Question: So that the State can make an “apples-to-apples” comparison of different bidders’ proposed pricing, will the State please provide annual volumes of recoveries and annual volumes of delivered policies (as it did in Solicitation 8070000813 for TPL services issued March 11, 2015) so that all bidders may base their pricing on the same anticipated volumes?

SFY 2020

Recoveries –

\$17,420,376

Policy Deliveries –

127,825 New policies

97,315 Policy terminations

35,488 Policy updates

SFY 2021

Recoveries –

\$17,577,876

Policy Deliveries –

130,009 New policies

224,063 Policy terminations

27,667 Policy updates

3. RFP Document: Bidder Instructions; RFP Reference: 8.1.E, p. 6 of 18; Question: As the State did in its Solicitation 8070000813 for TPL services issued March 11, 2015, will the State consider requiring the bidder to include in its pricing proposal annual estimated recoveries, new policy adds, policy updates, and policy terminations in order to allow the State to appropriately assess the value that each bidder represents to the State?

The bidder is to provide a single price that covers the life of the contract (broken down as a cost for each year of the contract to give a grand total). It is the responsibility of the bidder, as an expert, to make the most accurate estimate based on their experience and information provided by the agency in this RFP and any amendments. This single price should also have a breakdown to show how the total cost was determined.

4. RFP Document: Bidder Instructions; RFP Reference: 8.1.F, p. 6 of 18; Question: Will the State please identify the location in the bidder’s proposal for its responses to the requirements described in RFP Section 8.1.F?

The Level of Expertise, Risk Assessment, Value-Added, and Expert Lead Form should be submitted as their own separate documents, preferably in Word format.

5. RFP Document: Bidder Instructions; RFP Reference: 8.2, p. 8 of 18; Question: May the bidder provide RFP responses in its proposal template rather than inserting responses directly into the RFP documents themselves?

The Level of Expertise, Risk Assessment, Value-Added, and Expert Lead Form must be submitted using the provided forms. Other items may be provided in a format determined by the bidder. The instructions in 8.2 indicate the order in which items should be located within their response.

6. RFP Document: Bidder Instructions; RFP Reference: 8.2.b.iv, p. 9 of 18; Question: Will the State please issue the Workers’ Compensation form or let the bidder know how to access it?

There is no State form. Bidders are to submit their valid Certificate of Insurance and Worker’s Compensation as received from their insurer.

7. RFP Document: Bidder Instructions; RFP Reference: 8.F.1, p. 6 of 18; Question: May the bidder provide more than two Expert Leads on the Bidder Expert Lead Form? If yes, may the bidder insert this content onto a single form, or should the bidder submit a second Form?

The Bidder Expert Lead form will also be the individuals that would be interviewed should the vendor proceed to the interview phase. There would be a maximum of two interviews. The two individuals listed should be the two primary individuals leading the project should it be awarded.

8. RFP Document: Attachment A; RFP Reference: 2, p. 1 of 4; Question: Will the State please confirm that the bidder's responses to the Obligations of Supplier requirements described in RFP Attachment A should go into proposal section 8.E Statement of Work (RFP Bidders Instructions Section 8.2.H.v, p. 12 of 18)?

A Statement of Work is not required at this time. To be clear, the initial evaluation criteria for this solicitation will be cost, level of expertise, risk assessment, value added, and interview (should vendor proceed to the interview phase). Once these are completed it will narrow to a single vendor to proceed to the interview phase. In interview phase the vendor will submit their SOW for a full technical review and clarification may need to be made. While the SOW is not an initial evaluation criterion it is important that the bidders already do have a SOW and plan. Since cost is an evaluation criterion the cost must be as accurate as possible and reflect the SOW plan the bidder has prepared.

9. RFP Document: Attachment A; RFP Reference: 2.g, p. 2 of 4; Question: May one service specialist assume more than one role of the listed Key Personnel?

Yes, this would be acceptable.

10. The RFP requires that vendors have three (3) years of experience in performing third party liability activities and case tracking activities. With new vendors emerging the space that may be offering modernized solutions to TPL, would the state consider removing the three-year mandatory requirement to allow for additional competition on the RFP?

This requirement will remain unchanged.

b. All other terms and conditions remain unchanged.

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

\_\_\_\_\_  
Date

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

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