



Amendment of Solicitation

Date of Issuance: 05/15/2019

Solicitation No. 0400000165

Requisition No. 0400000075

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:

- (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:

Office of Management and Enterprise Services
Central Purchasing
5005 N. Lincoln Blvd., Ste. 2
Oklahoma city, Ok 73105

Cini Zacharia
Contracting Officer

405- 522- 9078
Phone Number

Cini.zacharia@omes.ok.gov
E-Mail Address

or

Personal or Common Carrier Delivery:

,OK -

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 Q&A period, which closed on 05/15//2019 at 3PM.

Question 1

1) Bid Deliverables (E.17.) instructs that the bid deliverables "are to be submitted on thumb drive machine-readable format." But Attachment A includes an instruction to "complete and staple as cover page in your proposal." Is a paper copy to be produced, or is Attachment A to be used as the cover sheet for a PDF on a USB?

Also, (2) we assume that Attachment A is to be used as a cover for the technical proposal only, as the pricing is, per E.17.7, to be submitted on a separate USB drive.

Answer:

We need everything in flash drive and we don't recommended the paper copy. Attachment A is like a checklist for you too. But this needs to be filled out by vendor and put it in front of your bid as a cover page. That way we get a checklist too. That will tell us know the items which contains in in the bid proposal. Again yes, we need everything in PDF format on USB drive. Attachment A need to be filled out and send it back along with Bid proposal.

Question 2

General How many active items are currently available from the bank per exam title? How frequently have the exams been updated?

Answer:

Each exam with the exception of a few are 100 questions (we are planning to lower that number to 50 from a pool of 100 questions). The exams are updated at least every 5 years based on their recertification cycle.

Question 3:

General Will the exam specifications be provided to the contractor for each exam title?

Answer:

yes

Question 4

P. 15, C.3. Statement of Work. What are the current exam titles being offered?

Answer:

All agency exams are listed in our agency's rules. You can locate these on our website link attached : <http://www.ag.ok.gov/cps/cpl.pdf>

Question 5

P. 15, C.3. Statement of Work. How long (in hours/minutes) is each exam?

Answer:

We currently do not have time constraints, but moving forward we plan to limit exams to 75 minutes.

Question 6

P. 15, C.3. Statement of Work. What is the annual volume per exam title?

Answer:

5 year average is 6800 exams. However the varies due to what category is recertifying.

Question 7:

P. 15, C.3. Statement of Work. Where are the current exams being offered? If offered in multiple locations, please provide the number of exams per location for the past year?

Answer:

OKC, Altus, Hobart, Guymon, Enid, Lawton, Ardmore, McAlester, and Tulsa. We do not maintain test number by site.

Question 8:

P. 16, Statement of Work Per C.3.2.4. b Will ODAFF clarify how frequently the analysis of exam questions and results need to be submitted by the Contractor? Which statistics are required by the ODAFF?

Answer:

Results need to be submitted at least weekly. Analysis of exam questions Monthly or Quarterly. The stats can be determined after award (i.e. number of exams, location, pass/fail, breakdown of each question).

Question 9

P. 16, Statement of Work Per C.3.2.4. k. Will ODAFF provide any statistics and metadata such that the exam questions are randomly selected to meet the content specifications and psychometric targets?

Answer:

Yes

Question 10

P. 17, C.3.2.6. Fee Structure/Cost Are there any statutory fee caps?

Answer:

Yes, the agency can only collect \$50.00 per exam, however a suppliers testing fee is not inclusive of that limit.

Question 11

P. 20, Evaluation, Section D.2.5.7. "Respondent will be required to provide the Past Performance Information (PPI) Survey (Attachment H) to three references for current clients that most closely resemble ODAFF and one terminated reference within the past 3 years." - In looking at the attachments, is Attachment N the one we need to submit to each reference?

Answer:

Yes, Attachment N needs to be filled out for each reference.

Question 12

Once the reference is completed, how should the customer send back the completed reference to OMES? Should they email it to the Contracting Officer?

Answer:

We call and check with them if needed and also request them to send the answers through email.

Question 13

P. 25, F Schedule. We understand the contract start date is 7/9/19. What is the anticipated start date for exam administrations?

Answer:

As soon as possible.

Question 14

Attachment B, Cost Proposal. When completing the Cost Proposal, should we include the \$50 to be remitted to ODAFF with our exam fee? Or should the \$50 fee not be included?

Answer:

In the proposal include the exam fee since it will be collect at the test site for ODAFF.

Question 15

Attachment B, Cost Proposal. When completing the Cost Proposal, what should be placed in the Project rate? The exam fee? Is it the ODAFF's desire that all exams have the same fee?

Answer:

The exam fee. (SAME FEE :) All commercial applicator exams will be the same fee. All private applicator exams will have a different fee amount.

Question 16

Attachment B, Cost Proposal. When completing the Cost Proposal, what should be entered in the Value-Added Rate section?

Answer:

Normally, value added items vendor provided free or with in that other charges. If it is free please put no cost OR if you charge anything please put the price on that value added area.

Question 17

Attachment B, Cost Proposal. When evaluating the Cost proposal, how will you determine a vendor's overall cost?

Answer:

Best value

Question 18

Attachment M. Past Performance Information Instructions, Reference List and Survey How should Attachment M be completed? What information is required?

Answer:

Past Performance Information (PPI) has submittal has three main criteria:

1. Reference List for each component:

Need client name, and contact information as mentioned in the second page of Attachment M.

Note: A separate "Reference List" is required for each component (including the General Contractor, Project Manager, Site Superintendent)

2. Customer Surveys/Survey Questionnaires: Please read attachment M – page 1
3. Past Performance Information Score for each component: Please read attachment M – page 1

We want above 3 items to be completed to consider that PPI (Attachment M) completed.

b. All other terms and conditions remain unchanged.

Supplier Company Name (**PRINT**)

Date

Authorized Representative Name (**PRINT**) Title

Authorized Representative Signature