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| 1 | Solicitation number | Bidder Instructions Cover Page, at the top and also at the bottom left re: submitting to the attention of  If IT, wiki link:  Bidder Instructions, Subsection 3.2.B.i  Bidder Instructions  Template for  Bid Packet Section Four:  Requested Exceptions to Terms  Attachment A  Solicitation |  |
| 2 | Solicitation Issue Date | Bidder Instructions Cover Page |  |
| 3 | Question due date | Bidder Instructions Cover Page |  |
| 4 | Administrative Review due date | Bidder Instructions Cover Page |  |
| 5 | Bid Response Due Date | Bidder Instructions Cover Page |  |
| 6 | Contracting Officer information | Bidder Instructions Cover Page |  |
| 7 | Solicitation type:   * Agency * Request for proposal, etc. | Bidder Instructions Cover Page |  |
| 8 | Agency name | Bidder Instructions Cover Page  Attachment A  Solicitation |  |
| 9 | Agency number | Bidder Instructions Cover Page |  |
| 10 | Information Technology terms applicable? | Bidder Instructions Cover Page  If yes, include  Attachment D  State of Oklahoma Information Technology Terms  If no,  delete the brackets in Bidder Instructions Subsection 3.1.B.i. |  |
| 11 | Sensitive data terms will be included?  Examples:   * HIPAA * FERPA * IRS 1075 * CJIS * PII | Bidder Instructions Cover Page |  |
| 12 | Evaluation criteria  Examples:   * Best value – OR -- lowest and best * Delivery lead time * Minimum order specified * Technical requirements * Testing and implementation * Data migration * Bidder viability * Cost | Bidder Instructions, Subsection 8.1 |  |
| 13 | Specific instructions regarding how the Bid should reflect compliance with specifications or other requirements  See various examples in the Bidder Instructions (and there could be others) | Bidder Instructions, Subsection 8.1 |  |
| 14 | Specific IT items required to be included in the Bid?  Examples (could be others):   * VPAT * Security Certification and Accreditation Assessment * Service level agreements * Proposed Statement of Work * Data migration | Bidder Instructions, Subsection 8.1  If IT items are required, the subsection should be worded:  As referenced in subsection 8.2.H,  [insert required items] are required to be included in the Bid. |  |
| 15 | Instructions regarding price structure  See various examples in the Bidder Instructions (and there could be others) | Bidder Instructions, Subsection 8.1 |  |
| 16 | Are value-added products and/or services to be included in the Bid? | Bidder Instructions, Subsection 8.1 |  |
| 17 | Are Financial statements required?   * Number? * Audited?   Example in Bidder Instructions is only an example – could be different | Bidder Instructions, Subsection 8.1 |  |
| 18 | Are business references required?  Example in Bidder Instructions is only an example – could be less or more | Bidder Instructions, Subsection 8.1 |  |
| 19 | Is additional company information required?  See various examples in the Bidder Instructions (and there could be others) | Bidder Instructions, Subsection 8.1 |  |
| 20 | Is third party vendor information required?  See various examples in the Bidder Instructions (and there could be others) | Bidder Instructions, Subsection 8.1 |  |
|  | **REVIEW ALL OF BIDDER INSTRUCTIONS SUBSECTION 8.1 TO ENSURE THERE ARE NO EXTRA INSTRUCTIONS LEFT OVER THAT DO NOT APPLY IN THE PARTICULAR INSTANCE.**   * **DELETE ANY OF SUBSECTION 8.1 IN THE TEMPLATE THAT IS NOT APPLICABLE.** * **CHANGE THE TYPE COLOR TO BLACK FOR ALL SECTIONS THAT DO APPLY.** * **THE ISSUED BIDDER INSTRUCTIONS SHOULD CONTAIN NO LANGUAGE IN RED.** | Bidder Instructions, Subsection 8.1 |  |
| 21 | Alternate Bids accepted or prohibited?  If prohibited, replace Subsection 10.3 with the following:  Alternate Bids shall not be accepted. | Bidder Instructions, Subsection 10.3 |  |
| 22 | Purpose statement  See example in Attachment A | Attachment A  Solicitation |  |
| 23 | Initial contract term  See various examples in Attachment A | Attachment A  Solicitation |  |
| 24 | Number of renewal options and term of each renewal  See various examples in Attachment A | Attachment A  Solicitation |  |
| 25 | Are there contract obligations or terms that are not included in Attachment C, agency terms?  See various examples in Attachment A | Attachment A  Solicitation |  |
| 26 | General Terms  **NOTE:**  If the agency terms contain language intended to replace a similar term in the General Terms, revise the General Terms:  replace the language in the General Terms section with the words “Intentionally Omitted”  A subject should be addressed in one document. Ask the agency to clarify that the intent is to replace the General Terms language.  Avoid “this is in addition to” wording in agency terms that points back to General Terms. Instead, include all the language needed in the agency terms. | Attachment B  State of Oklahoma General Terms |  |
| 27 | Agency-specific terms, de-duplicated from the General Terms | Attachment C  Title examples:   * Oklahoma Department of Corrections Terms * Oklahoma Department of Human Services Terms |  |