



Date of Issuance: 1/6/23

Solicitation No. 0900000572

Requisition No. _____

Amendment No. 1

Hour and date specified for receipt of offers is changed: No Yes, to: 1/20/23 3:00 PM 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:

Richard Williams
Contracting Officer

Phone Number

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E-Mail Address

RETURN TO: Glenda.Caudle@omes.ok.gov

Description of Amendment:

a. This is to incorporate the following:

Response deadline period extended to the date listed above.

Below are the answers to the questions we have received so far:

1. What is your timeline for response to written questions?
A: **As soon as reasonably possible.**
2. What criteria will you use to decide on the issuance of an RFP?
A: **The evaluation criteria for any potential RFP will be divulged in the RFP itself.**
3. Should you issue an RFP in the future, what are your decision criteria (i.e. pricing, relationship, experience, etc.)? Is there an order of importance or value for each criterion?
A: **The evaluation criteria for any potential RFP will be divulged in the RFP itself.**
4. Who would be making the final decision on a workforce management partner? If not an individual, please share the departments that will be involved in making the final decision.
A: **Agency Administration with HR presence.**
A: **OMES Information Services.**
5. Are there specific pain points or issues you wish to resolve that we should be sure to highlight or address in our response?

A: Licensing and user access.

A: Reduce need for manual entry, decrease staff time spent on manual entry scheduling, standardize the system approach to scheduling.

6. Beyond Workday, with what systems do you anticipate the system would have to exchange data?

A: Microsoft documents.

A: There are currently several different methods of tracking time – we can standardize this as well based upon integrated options for the selected solution.

7. Of all the projects you could choose to move forward with over the next 4-6 months, why are you deciding on a new scheduling system?

A: High costs associated to manual entry scheduling systems – large amount of staff hours spent maintaining the spreadsheets without programmed formulas to automatically flow changes throughout the document, the manual method requires staff on every shift to make changes and adjusts to the schedule, rate of error is high due to manual entry, overtime costs are high due to errors in scheduling and not identifying gaps resulting in staff working additional hours to cover essential shifts, requires alternative methods of pairing staff skill sets and competencies to the needs of assigned patients, etc.

8. What is your current scheduling method? Are schedules built manually or are you using another scheduling solution?

A: Previously using Kronos, but currently using excel spreadsheets.

A: Our preference would be to connect the electronic scheduler to an electronic timeclock system whether it is in Workday/schedule or other system.

9. With the requested self-scheduling feature “ability to proxy as managers,” is the goal to allow certain users to auto-approve self-scheduled shifts without manager approval?

A: Yes, this would be a great feature for our designated schedulers and HR support.

A: The preferred goal would be for staff to entry desired schedule by a certain due date. After the specified day then, self-scheduling is disabled and the manager can then approve/deny requests and alter the schedule prior to finalizing. We also prefer the ability to have this feature disabled for facilities who do not choose to participate in self-scheduling.

b. All other terms and conditions remain unchanged.

Supplier Company Name (**PRINT**)

Date

Authorized Representative Name (**PRINT**) Title

Authorized Representative Signature