



Amendment of Solicitation

Date of Issuance: 12/04/2019

Solicitation No. 0900000414 (SW1013)

Requisition No. 0900013457

Amendment No. 2

Hour and date specified for receipt of offers is changed: No Yes, to: 12/19/2019 3:00PM 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

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 11/27//2019 at 3PM.

Question 1

Are you allowing a manufacture to bid direct and fulfill through resellers?

Answer:

Yes

Question 2:

Regarding E.13.5 Section Five ("Hosted Security Questionnaire")---are bidders required for each question to provide written clarifying comments in the column titled "Explanation/Comments?" Or is this column only applicable to questions where prospective bidders may have rated themselves low on the provided scale (e.g., a bidder rated themselves a "0" or "1" and so a clarifying comment explaining the low ranking is required). Can you please clarify the expectations or requirements for providing comments in the questionnaire?

Answer:

The field is an opportunity for the supplier to provide additional information as they see fit. In other words, the field is to their benefit when they feel like a simple numerical value is not enough.

Question 3

In Section A.7 ("Firm Fixed Price"), are there labor-related circumstances under which Firm Fixed Prices for the duration of the up-to-5-year Contract Period could be impacted, i.e., change in Federal minimum wage, change in local/regional Service Contract Act wages or benefits payouts, change in Bureau of Labor Statistics economic values, etc?

Answer:

No.

Question 4

In Section A.15 ("Audit and Records Clause"), does OK OMES intend that "records" that requires retention for 7 years following the end of the Contract include converted document images and data under C.6-Documents Imaging?

Answer:

No. The data under C.6 belongs to the State.

Records for retention relates to the contract and transaction documentation.

Question 5

Regarding Section A.41 ("Agency Policies"), we would like an opportunity to review the applicable State Policies so that we can ensure that we maintain compliance. Are these policies available for review?

Answer:

NO

Question 6

Regarding Section A.41 ("Agency Policies"), we would like an opportunity to review the applicable State Policies so that we can ensure that we maintain compliance. Are these policies available for review?

No

Answer:

No

Question 7

Can works under Sections C.6 and/or C.7 be performed outside the state of Oklahoma, assuming they remain within the Continental US?

Answer:

Outside of the Oklahoma but it needs to be within USA

Question 8

Regarding Section C.11 ("References"), are bidders required to provide three (3) references total or three (3) references per each functional area? For example, if we are proposing services for both sections C.6 and C.7, is the requirement that bidders should submit three (3) references for each section (six total) or is three total still acceptable to meet this requirement?

Answer:

Three (3) Total.

Question 9

Is there a requirement to perform under Department of Labor Service Contract Act (DoL SCA) wage rates and titles, or are commercial wage rates and titles acceptable?

Answer:

No

Question 10

Is there any requirement for FISMA, NIST, FedRamp, IRS Publication 1075, or other similar NIST 800-53-related security compliances specifically?

Answer:

It would depend on the solution being proposed.
The needs will be addressed in the security assessment questionnaire.

Question 11:

What "Agency Number" should we enter on OMES Form 004?

Answer:

090

Question 12:

Who is responsible for personal property taxes and insurance on leased equipment – State or vendor?

Answer:

Vendor

Question 13:

For Pricing Option C, will the State be allowing for minimum volumes?

Answer:

The vendor may bid minimum volumes.

Question 14:

Reference Section E.11. What percentage of payments for the commodities under this RFP are made by P-card?

Answer:

The State does not have this information.

Question 15:

You mentioned binders in E.3.4. Just to clarify, we are submitting one thumb drives for the technical / non-cost proposal and another thumb drive for the cost proposal, each in separate packages, but we are not required to submit hard copies. Is this correct?

Answer:

That is correct. Submit thumb drives only.

Question 16:

Can we propose more than one model per category? If so, how should the additional models be shown (i.e. made a duplicate tab)?

Answer:

You can propose more than one model per category. Please add tabs for each model.

Question 17:

For categories A-F, is the State asking for a color base model, black-and-white models or both? If both, how are we to show them as the worksheet allows for one model entry?

Answer:

You can propose both. Please add tabs.

Question 18:

Attachment A Price Template: Can the State provide detailed specifications (i.e., speed, configurations, etc.) for 3.4 Production Print Systems and 3.5 Wide Format Print Systems Categories?

Answer:

There is no minimum requirement for this category. Responses should contain the products that the vendor can offer.

Question 19:

Regarding E.13.5 Section Five ("Hosted Security Questionnaire")---are bidders required for each question to provide written clarifying comments in the column titled "Explanation/Comments?" Or is this column only applicable to questions where prospective bidders may have rated themselves low on the provided scale (e.g., a bidder rated themselves a "0" or "1" and so a clarifying comment explaining the low ranking is required). Can you please clarify the expectations or requirements for providing comments in the questionnaire?

Answer:

Same question as question#2

The field is an opportunity for the supplier to provide additional information as they see fit. In other words, the field is to their benefit when they feel like a simple numerical value is not enough.

Question 20:

Regarding section (A. GENERAL PROVISIONS) A.5 Legal Contract - A.5.2, KMBS would like to clarify the numbering for the order of precedence and the specific documents that would be applicable. Does the vendor have ability to request changes to Order of Precedence?

Answer:

Yes in 'Exceptions'

Question 21:

Regarding section (A. General Provisions) A.19 Termination for Convenience, does the bidder have the opportunity to modify the language as provided in the solicitation?

Answer:

Yes in 'Exceptions'

Question 22:

Regarding section (B. Special Provisions) B.2 Obligations of Permitted Subcontractor - B.2.2, This provision would prevent Dealers from invoicing directly. Would the State please clarify if authorized dealers will have the ability to invoice and receive payment?

Answer:

Authorized dealers can invoice and receive payments.

Question 23:

Reference C.13 Documentation. Are the items listed here (i.e., hosting provisions, SLAs, billing information, etc.) due with the proposal or prior to award?

Answer:

Should be provided in the response.

Question 24:

Regarding section (B. Special Provisions) B.5 Contracts Usage Reporting Requirements - B .5.1, please clarify what is meant by h) Product Category and i) Standard Configuration?

Answer:

Product Category would be used only as applicable in the case of multiple products such as software, hardware or maintenance on one usage form. Standard configuration has been removed from the form.

Question 25:

E.13.4 Section Four – EITA Compliance, we are required to complete a VPAT & Accessibility - OMES Form. Where can this form be found?

Answer:

EITA Compliance, VPAT, URL link to a website providing VPAT, if applicable – Vendor needs to provide if you have any.

Question 26:

Can a partner bill and collect on products they installed on a manufacturer's behalf?

Answer:

Only if they are an approved reseller holding a contract.

Question 27:

Please define "wide-format printers" (what is the paper size?).

Answer:

Up to 42 inches

Question 28:

Please clarify C.8.1. What do you mean by risks? Is it all related to section C.7?

Answer:

Risks are anything that can be identified, based on the category of your response, that could impede execution or continuation of a service or SLA.

Question 29:

Is an extension possible, as several questions have been sent in and there are no responses yet?

Answer:

It has been extended to 12/19/2019.

Question 30:

RE: Hosted Security Questionnaire (pg. 28). Can you please confirm if this 2-tab excel form is required for each device proposed, or only for a Hosted Solution?

Answer:

It is required based on the vendor and not on each device. If a hosting solution is proposed the security questionnaire will need to be completed for the solution.

Question 31:

"The secure destruction of electronic media in compliance with the State of Oklahoma Security Policy? SEE POLICY FOR DISPOSAL METHODS 1 AND 2"

Where can we find the Disposal Methods 1 and 2?

Answer:

Page 82 of this document.

<https://www.ok.gov/cio/documents/InfoSecPPG.pdf>

Question 32:

Extension request: Due to the timeline, open questions, and that the holidays are now upon us, Konica Minolta respectfully requests an extension to the due date. Any additional time would be greatly appreciated.

Answer:

The RFP was extended to 12/19/2019.

Question 33:

For Pricing Option C, will the state guarantee monthly Black and White volumes that we can determine?

Answer:

No, this is an indefinite quantity contract.

Question 34:

Regarding Page 24 - Section E.6 and E.7

E.6 states that if a Bidder separately submits information that it views as Financial or Proprietary, and the State CIO disagrees and therefore does not consider that information, which suggests that the information be wholly missing from the Bidder's Bid. By contrast, E.7 suggests that information that the State CIO does not view as confidential may be disclosed under the Oklahoma Public Records Act may be disclosed rather than returned or destroyed. Please clarify the State's intent.

Answer:

The state's intent with section E.6.2 is to discourage Bidders from labeling an entire response/bid as proprietary and/or confidential. If a Bidder believes that a portion of its response/bid is proprietary and/or confidential, it must comply with section E.6.1 and specifically identify, on each page, the specific information considered confidential and otherwise fully comply with Oklahoma Administrative Code 260:115-3-9, which additionally requires a Bidder to enumerate the specific grounds, based on applicable laws which support treatment of the information as exempt from disclosure and explain why disclosure is not in the best interest of the public. The Bidder will be given an opportunity to resend a document without the confidential marking if the CIO determines the information is not confidential for evaluation purposes.

Question 35:

What opportunity is there for a Bidder to request a debriefing and where are the rules for doing so?

Answer:

An email to the contracting officer on the bid.

Question 36:

May a Bidder send a redlined version of the Solicitation's terms and conditions as a means to identify exceptions?

Answer:

Yes

Question 37:

Regarding Page 14 - Section B.4

Are there any limitations on the State's ability to increase the administrative fee or on the amount of an increase?

Answer:

There are no limitations however the State has only increased fees once in the last 7 years by 1/2 of 1%.

Question 38:

Does the State's increasing the administrative fee trigger any right for the Supplier to increase in its price or to terminate the agreement, or does the State intend that the Supplier must by itself absorb the cost of any increase to the administrative fee?

Answer:

The Supplier may submit new pricing to the contracting officer with explanation upon renewal of the contract.

Question 39:

Are there any limitations on the State's ability to increase the administrative fee or on the amount of an increase?

Answer:

Same question as question#37

There are no limitations however the State has only increased fees once in the last 7 years by 1/2 of 1%.

Question 40:

Does the State's increasing the administrative fee trigger any right for the Supplier to increase in its price or to terminate the agreement, or does the State intend that the Supplier must by itself absorb the cost of any increase to the administrative fee?

Answer:

There are no limitations however the State has only increased fees once in the last 7 years by 1/2 of 1%.

Question 41:

Regarding Page 14 - Section B.1.1 and B1.2

Does Section B.1.1 allow the State to exercise a unilateral option to extend, or does an extension require mutual assent of both parties (as indicated in B.1.2)?

Answer:

Mutual on the renewal.

Question 42:

Since it is unclear what Section B.1.5 is an "alternative" to, how does Section B.1.5 factor into the State's response?

Answer:

This would be to extending the contract term at contract end, not an annual renewal.

Question 43:

Does Section B.1.1 allow the State to exercise a unilateral option to extend, or does an extension require mutual assent of both parties (as indicated in B.1.2)?

Answer:

Mutual on the renewal.

Question 44

Since it is unclear what Section B.1.5 is an "alternative" to, how does Section B.1.5 factor into the State's response?

Answer:

This would be to extending the contract term at contract end, not an annual renewal.

Question 45:

Pricing Template Tab 3.6 and 3.7: Do you want pricing for a cloud-hosted solution and/or an on-premise solution?

Answer:

Both if available.

Question 46:

May the bidder apply for an Oklahoma Sales Tax Permit upon award of contract? Or will this need to be submitted with the RFP to be considered responsive?

Answer:

Prior to a contract award.

Question 47:

Pricing Template Tab 3.6 and 3.7: How much backlog scanning do you currently have that you want to consider for conversion? For Microfilm? Paper documents?

Answer:

The State does not have this information.

Question 48:

Other than registration with the State, does the State know of any permits, licenses, or regulatory approvals which the Vendor must obtain to perform work in accord with the intended use?

Answer:

The State is not aware of any additional registrations.

Question 49:

Pricing Template Tab 3.6 and 3.7: How many users will be uploading documents as a go forward solution? How many will be read only?

Answer:

Since this is open to all State agencies the State does not have the requested information .

Question 50:

What sort of data does the State intend to store on the document management system being procured?

Answer:

It would depend on the individual agency needs.

Question 51:

It is understood that the Bidder is responsible for compliance with all laws. However, what privacy or data security laws does the State already know of which will apply to the intended use of the document management system being procured?

Answer:

The following list of privacy and security data law is representative, but not exhaustive, of the laws the supplier must be compliant with upon award from this solicitation.

- HIPAA
- FERPA
- PII
- CJIS

Question 52:

Pricing Template Tab 3.6 and 3.7: How many indexing fields will be required for each document type?

Answer:

The State does not have this information.

Question 53:

Pricing Template Tab 3.6 and 3.7: What departments will be considering the document conversions? What document types?

Answer:

The State does not have this information.

Question 54:

My question is in regards to section C.7 Enterprise Content Management Software System. Our software manages records in-place, meaning we are able to enforce retention, deletion, and document movement on documents sitting in applications like file shares, Exchange, SharePoint, Dropbox, and systems like desktops and laptops. We do not require documents to be migrated or moved into our system to manage content. As a result, we do not have an interface that allows users to edit the documents through our software, they can rely on the native application/system to edit it them. Programmed rules in our tool pick up on those changes and automatically enforce life cycle actions leveraging machine learning. Is this something the state would be interested in, or are you only interested in a more traditional Enterprise Content Management System?

Answer:

Please respond with your proposed solution as we would like to see all types of solutions.

Question 55:

E.13.4 Section Four – EITA Compliance, we are required to complete a VPAT & Accessibility - OMES Form. Where can this form be found?

Answer:

from wiki admin:

If you are looking for a VPAT to fill out, they can be found on the ITI website here: <https://www.itic.org/policy/accessibility/vpat> Here is a direct link to the actual 508 document on their site too: <https://www.itic.org/dotAsset/9e1e88cd-0a47-4874-a168-339c31073cbe.docx >:

Question 56:

Due to the holiday break and to allow sufficient time to incorporate all new information and Q&As into our proposal, we respectfully request an extension to the due date.

Answer:

yes from 12/12/2019 to 12/19/2019

Question 57:

Regarding, C.7.1 The State seeks a Supplier to provide a COTS ECM solution..., will the State accept proposals for service-based solutions? We provide fully managed ECM services, not licensed software (COTS) for purchase.

If ECM services are acceptable to the State, can the State please confirm if the following sections would still be applicable?

A.45 Ownership Rights

A.46 Source Code Escrow Reference Title 62 O.S. § 34.31

Answer:

The State would need to review the proposed solution to see if the sections references would be applicable.

Question 58:

Regarding Attachment-A, tab 3.4 PRODUCTION PRINT SYSTEMS Does pricing Option C within this tab include maintenance as it does with categories A through F? Where should maintenance rates be included as a separate option within this section?

Answer:

Yes

Question 59:

Can you provide additional details of what is expected of the supplier for part E of section A.20 "e) Additional coverage required by the State in writing in connection with a particular Acquisition."

From RFP Page 8, section A.20

Answer:

It would depend on the type of acquisition.

Question 60:

Regarding Section C.2.2.3 Pricing for Option C detailed in this section states that, "Fixed costs per machine including copy counts per machine with cost per copy for overages with an annual reconciliation." However, the Attachment-A price template does not include space where these charges should be listed, please clarify where the Bidder should include overages and annual reconciliation rate?

Answer:

Please include them as a line item on the price template.

Question 61:

Regarding Section C.12 Lease Agreements: Are Vendors authorized to enter into leases under this contract with a third party leasing partner? In this situation these leasing partners would be accepting orders and invoicing customers on the Vendor's behalf.

Answer:

Yes.

Question 62: [\(This question received on 12/02/2019 – after the Q&A closed on 11/27/2019 at 3 PM\)](#)

Hello, Under Pricing Option C- Includes Maintenance- there is not an area to define the number of pages included in the lease options and the overage rates. Can we add columns to the tabs to define this? If not, where should we define this?

Answer:

Q&A period closed on 11/27/2019 at 3PM. According to RFP, we cannot answer this question after this date.

b. All other terms and conditions remain unchanged.

Supplier Company Name (**PRINT**)

Date

Authorized Representative Name (**PRINT**) Title

Authorized Representative Signature