



**State of Oklahoma
Office of Management and Enterprise
Services/ ISD Procurement**

Amendment of Solicitation

Date of Issuance: 10/06/2014 Solicitation No. 3150000009
 Requisition No. 3150000109 Amendment No. 001

Hours and date specified for receipt of offers is changed: No Yes, to: _____ CST/CDT

Pursuant to OAC 580:15-4-5©, 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:

Office of Management and Enterprise Services

ISD Procurement Attn: Hurtisine Franklin
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Hurtisine Franklin
 Contracting Officer
(405) 521-6419
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Description of Amendment:

a. This is to incorporate the following:

Submitted by John Reidy

Question 1.

We expect to deliver the project in phases and submit invoices during the implementation as pre-identified phases are completed. Is this invoice process in line with your expectations?

Response 1.

This will be discussed in the clarification phase with the successful supplier, as required. Please refer to Power Point Presentation provided in the e-mail dated 09/26/2014- Slide #13

Question 2.

Please provide more information on EFT payments that need to be accepted.

Response 2.

As explained in the Vendor Pre- education meeting and the Pre –bid conference, the Procurement Information Performance System (PIPS) process seeks to identify the expert. The expert is expected to provide the best possible solution. This will be discussed in the clarification phase with the successful supplier as required.

Question 3.

For the current contribution files provided by cities, are the file layouts the same

b. All other terms and conditions remain unchanged.

Supplier Company Name (**PRINT**) _____ Date _____

Authorized Representative Name (**PRINT**) _____ Title _____ Authorized Representative Signature _____



**State of Oklahoma
Office of State Finance
Information Services Division**

Solicitation

Response 3. Agency

As explained in the Vendor Pre- education meeting and the Pre –bid conference, the Procurement Information Performance System (PIPS) process seeks to identify the expert. The expert is expected to provide the best possible solution. This will be discussed in the clarification phase with the successful supplier, as required.

Question 4.

Is there a plan expert familiar with all current calculation and system processing who will be available throughout the project?

Response 4.

Yes, there will be an agency project manager

Question 5.

What is the current calculation review process? Are calculations reviewed by the Board or by outside actuary?

Response 5.

As explained in the Pre –bid conference in the PIPS process the expert is expected to provide the best possible solution/ response. This will be discussed in the clarification phase with the successful supplier, as required.

Question 6.

Is data for active, deferred and retired members all available from the legacy system or will there be different input sources to initially populate the new system?

Response 6.

As explained in the Vendor Education meeting and the Pre –bid conference the Procurement Information Performance System (PIPS) process seeks to identify the expert. The expert is expected to provide the best possible solution/ response. Attachment B identifies the current input and output sources. This will be discussed in the clarification phase with the successful supplier, as required.

Submitted By: Julie Milner on behalf of John Katalinich

Question: 1

On the checklist provided via email on 9/26/2014, item F.5. Company Information (E.9.3) is not mentioned nor provided in the RFP. It appears that F.1 Responding Bidder Information (OMES/ISD Procurement - Form 076) is also requesting company information.

Please advise if there is any difference between E.9.3 and Form 076. If so, please provide the form related to E.9.3.

Response: 1

Bidders, please disregard F.1. of the Vendor Checklist. E.9.3 is not required for this specific solicitation.

Submitted by John Katalinich to Steve Hagar, Best Value Coordinator
Questions related to the PIPS process.

On the Value Added Plan, are the costs we indicate supposed to be fixed cost? In some cases a cost may be variable depending on when OFPRS would decide to move ahead with the product or service, i.e. as part of the initial project or at some later point. Also in some cases there are options that OFPRS could select, in this case can we indicate that the cost would be variable?

Answer: While cost was requested as a percentage of total costs for the value added section, bidders are free to quantify cost how best suits their needs. Value added costs should be excluded from the project scope and can be listed as a fixed cost, a cost range or to be determined. Of course value added suggestions can be offered free of charge as well.



Also related to the Value Added area, can you provide an explanation on the Cost Impact % ? Is that the cost of the Value Added component relative to the project cost? And similarly, with the Schedule Impact %.....would that be an indication of how much longer the project would take if OFPRS decided to accept the Value Added component?

Answer: See above to costing options. As for the impact to schedule, please quantify additional time to implement if choosing the value added option will impact the timing or delivery of the scope.

With regard to Attachment B - Cost Proposal and Supplier Information Form:

1) If the project is going to take more than one year do we enter the entire project price on that first line, or indicate the year one cost based on how much of the project would be completed in 12 months, and then the remaining cost in year 2?

Answer: Regardless of the timing, the total cost for delivery of the entire scope should be reflected in the cost submission for the scope of work.

2) There is space to name 3 Critical Individuals....does there have to be 3 listed or can it be fewer?~~~~~

Answer: The solicitation called for a project manager and technical lead, which are expected to be needed to represent your company. The additional space should have been removed and is not indicative of a need for a third team member.

Can we delete the instructions at the top of the Project Capability Plan, Risk Assessment Plan, and Value Added Plan forms in order to have more space for our responses?

Answer: The example can be removed but otherwise the form should be unaltered.

On the Risk Assessment Plan, can we exceed 2 pages if we believe the project risks required additional space to fully identify and explain?

Answer: No, submissions should list the most significant risks first and be contained to two pages. The supplier moving to the clarification phase will be requested to include all risks and mitigation plans with no page restriction.