AMENDMENT TO SOLICITATION

DATE OF ORIGINAL RFP SOLICITATION: June 18, 2010

DATE OF AMENDMENT: July 2, 2010

SOLICITATION NAME: CIO Assessment Study

AMENDMENT NUMBER: 1

HOUR AND DATE SPECIFIED FOR RECEIPT OF OFFERS CHANGED X NO ___YES

IF YES DATE AND TIME CHANGED TO_________

Pursuant to OAC 580: 15-4-5(c)(5), this document shall serve as official notice of amendment to the solicitation identified above. Such notice is being provided to all suppliers who attended the Mandatory Contractor's Conference June 25, 2010. Suppliers submitting bids 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.
3) Description of the Amendment is attached, and is to be incorporated into the bid.
4) ISSUED BY AND RETURN TO:
   OFFICE OF STATE FINANCE
   Alana Owen
   2209 N Central Avenue
   Oklahoma City, OK 73105
   405-522-2423
   Contracting Officer's email for clarification: alana.owen@osf.ok.gov
5) All other Terms and Conditions remain unchanged.

   ____Date_______________
   Supplier Company Name (Print)

   ____
   Supplier Title

   ____
   Authorized Representative Signature

Questions and Answers:

1) OSF Clarification on Section H – Pricing.

Remove all of the existing language in Section H and replace it with the following:

The Contractor’s cost proposal must be submitted in a sealed envelope separate from the other required proposal sections. The envelope should be clearly marked with the Contractor’s name and the proposal due date and time.

Hourly rates and total hours of the proposed personnel must be included within the Contractor's pricing section. Travel and other related expenses should be separated out within the Contractor's cost proposal, and identified as an amount not to exceed. The cost proposal must be totaled for clear identification of the total amount the Contractor is proposing through project completion (final report submission identified as 2/28/11 in Section C.5 of the RFP).

When billing for travel and other expenses the Contractor will invoice the State for the actual charges incurred, with receipts and other supporting documentation. The total amount for labor, travel, and expenses billed, can not exceed the amount identified in the Contractor's cost proposal.

If a contract extension is required beyond the final report submission, the Contractor will be paid for the hours and expenses as agreed to in writing, at the rates identified in the Contractor's cost section of their proposal.

The State will withhold a 20% retainer until final approval and acceptance of the report. Since time is of the essence due to legislated deadlines, bonuses or incentives may be used for staying on schedule, and penalties may be assessed for schedule slippage (including possible termination). Contractors are invited to include recommendations for such incentives in their submission.

2) QUESTION - Will the awarded vendor for this solicitation be precluded from any additional work for the State of Oklahoma related to the State’s IT organization?
ANSWER: NO. The Contractor selected for award of this RFP will not in any way be precluded or favored at any point in the procurement process, including a later date when the recommendations of the study are being considered or acted upon.

3) QUESTION - We'd appreciate knowing the number of potential bidders who received the RFP package.
ANSWER: The State’s solicitation files are closed until after award.

4) QUESTION - On the Responding Bidder Form, item #5 as for "Registration with the Secretary of State" filing number. Is it correct to interpret this as filing is not required in order to submit a proposal/RFP response?
ANSWER: If the “No” Option is selected regarding current registration; the vendor will be required to register or provide the acceptable exemption prior to award.

5) QUESTION - On the Responding Bidder Form, item #4 asks for "Oklahoma Sales Tax Permit" number. We do not have a Tax Permit number at this time - is this required in order to submit a proposal/RFP response?
ANSWER: You may still submit a bid; the Tax Permit needs to be submitted prior to award.
To what extent is the current ITC environment documented?
ANSWER: The OSF environment is documented. The extent of documentation for other agencies and higher education institutions is not known at this time.

6) Are the data gathering methods planned in Phase I intended to be used solely for the purpose of this project or in an ongoing fashion?
ANSWER: No definitive decision has been made at this time. Currently the needs are for the study.
7) To what extent will it be necessary to go outside of ITC support team to individual agencies (130) for information?
ANSWER: It will be necessary to survey all the agencies and higher education institutions. Depending on the responses to the survey you may have to contact or visit the responders for clarification and non-responder to obtain the data you need to develop your plan.
8) Have you identified resources/leaders required to participate in the assessment (e.g. Project Management, Software Development, Architecture, etc.)? If so, can you provide an organizational chart?
ANSWER: The State has personnel identified to be assigned to the project. The State has asked the Contractor to identify what resources they will need for project completion refer to Section E.6.5 of the RFP.
No organization chart is available.
9) Do you anticipate using any 3rd parties to manage and/or support the future state ITC operations?
ANSWER: The State has no preconceived notions at this time. Decisions will be made following completion of the study.

10) Do you have a detailed budget with breakdown of current spend available? (E.g. telecommunications, user support/help desk, server support/data center, applications support, development, etc.)
Answer: No additional budgetary information is available at this time. Once the award is done the State will share all information that is available.
11) Has the state established a budget for this project and can that information be shared with the bidders?
ANSWER: The state has budgeted for this project. The budgeted amount cannot be shared with the bidders. The bidders should provide their best cost proposal to meet the objectives of the study.
12) Is the use of outsourcing an acceptable (potential) means for achieving the objectives of the Act – e.g., reducing costs, improving services, reducing risks, etc.?
ANSWER: The contractor is free to make any recommendations that the contractor believes will achieve the objectives of the Act.
13) Will consultants who provide services or technical assistance in this project be precluded from award of contracts related to implementing elements of the resulting approved plan?

ANSWER: NO. The Contractor selected for award of this RFP will not in any way be precluded or favored at any point in the procurement process, including a later date when the recommendations of the study are being considered or acted upon.

14) Has the state identified a team for this project, and can the state provide the number and roles and responsibilities of the state team members – and what organizations/agencies they are associated with?
ANSWER: The State has personnel identified to be assigned to the project. The State has asked the Contractor to identify what resources they will need for project completion, refer to Section E.6.5 of the RFP.
15) Is it accurate to assume there will be a state project team that will be responsible for identifying and facilitating access to appropriate state agency staff to support the assessment data collection activities?
ANSWER: Yes.
16) Has the State previously performed any of the inventories, surveys, listings or assessments referenced in **C.3.1**? If so, how recently was each one performed?
ANSWER: NO. The state has not done any statewide inventories, surveys, listings or assessments.
17) Will the work to be performed in **C.4** (The Plan) be a collaborative effort with the state project team, or is the consultant to develop the draft/preliminary plan independently, which will be presented for "vetting and revision" as indicated in **C.5.7**? If this is a collaborative effort, will the role of the consultant be to lead/facilitate development of the plan, or advise the state project team as they define the plan?
ANSWER: The contractor is to develop the preliminary plan and present to the CIO for review and comment. The state will collaborate with the contractor
18) Is the awarded consultant required to develop the software referenced in **C.5.5.b** – or is that a task that the state will perform?
ANSWER: The contractor will develop the survey instrument. The state will develop the software.
19) Is it acceptable to submit resumes only for those consultants who will be directly interfacing with state personnel? Our firm often utilizes a leveraged support function for market research and analysis and one or more members of that team may perform some work remotely for this project - it is difficult, at this time, to determine/identify which members of this remote support team, if any, may become involved in this project.
ANSWER: Please provide the resumes of the staff you anticipate being assigned to the project, and best demonstrates the team's abilities in accordance with section E.6.9 of the RFP.
20) If customer references are not provided that address all the Required Capabilities list in **E.6.9.5**, will that result in the response being disqualified/rejected – or will that only impact evaluation scoring?
ANSWER: The required capabilities must be demonstrated by the team to be considered for award. Each team member does not need to have all of the required capabilities but the entire team must demonstrate all of the required capabilities collectively. Demonstration of a required capability on a project could be as simple as applying the concepts mentioned to a given project.

21) Please clarify if the item “Customer References” in **Attachment C** (Resumes) is intended to be a personal reference for the consultant, or reference to a relevant consulting project?
    ANSWER: References mentioned in Attachment “C” (2 minimum) must be for the individual employee whose resume is being evaluated.
22) Section C.3.1 In regards to the online survey, does OSF have a legacy or preferred online survey tool?
    ANSWER: No preferred tool.
23) Section C.3.1 is there any assessment related information already available that will be made available to bidders?
    ANSWER: Not at this time.
24) Section A.30 Preclusion from resulting contracts Contractor may consider a sub-contractor, is there a list of vendors that are precluded from working on this project?
    ANSWER: The State is not aware of any at this time. Upon submission, and prior to award, the State will however, verify that the State Purchasing Director has not suspended or debarred the selected Contractor or sub-contractor,
25) Section A.49 Offshore Services, please clarify, if the Contractor is an international company, is it permissible for the Contractor to utilize offshore employees of the Contractor?
    ANSWER: The State would need to know the specific details and discuss this with the Contractor in detail prior to award. The State would advise the Contractor at this point not to include offshore employees in the team established with their proposal.
26) Please clarify language in Section C.1, under 1.b. Where it says “Assessment of the implementation of the transfer, coordination, and modernization, etc.” does this refer to creating the plan?
    ANSWER: Yes.
27) Proposal deliverables page 22 of 25. Questions E.6.5 and E.6.6 should the companies used as examples in firm experience be different than those provided as references or can they be the same?
    ANSWER: E.6.6. and E.6.7 refers to the firm’s experience and references. For consistency in demonstrating the experience and references as the same companies would simplify the process, but is not required. The State may confirm both the experience and reference sections identified by the Contractor. The Contractor should follow the instructions provided in the RFP, while best demonstrating their capabilities.
28) Questions E.6.8 our firms financials are hundreds of pages. Is it acceptable to provide a link to our 10k or annual report for the last three years in lieu of printing them in order to reduce paper and the size of submission?
    ANSWER: At this point of the procurement process the link is acceptable. The Contractor may be required however, to submit all documents required prior to award, as stated in the RFP.
29) Section H. PRICE AND COST (Cost Submission) for the entire submission package, there is only one (original) cost proposal document submitted in the described

separate sealed envelope. There are no copies to be provided within or elsewhere. Is this correct?
ANSWER: Per Section E.3.4, the Contractor is to submit ~~and~~ one original and five copies of all documents, including the Price and Cost Section.

30) General Question - The contractor who wins the contract creates "The Plan" as described in section C.4. Will this exclude the contractor from any follow-on work (RFPs) that require contractor support when The Plan is implemented?
ANSWER: No. Refer to previous questions and corresponding answers above.
31) Surveying Question - Who would be the intended target of the surveys; Limited to Management and IT personnel of the individual 134 agencies, or will surveys be expected to be distributed to all State personnel?
ANSWER: This will depend upon the data the contractor needs in order to develop the plan.
32) Surveying Question - What would be the tolerance rate for receipt of completed surveys?
ANSWER: The state project team will work with the state agencies and higher education institutions to obtain a response to the survey.
33) What is the relationship of OneNet?
ANSWER: ONENET and OSF work as a team to provide the telecommunications and Internet services needed by state agencies. If additional information about ONENET is needed, it can be found at www.onenet.net
34) Survey Question - Is the State expecting to retain all records from the Survey? Are we to tally the surveys for the Plan and also submit all of the Surveys?
ANSWERS: The state will retain all survey records. The contractor is to tally the survey results and submit the results to the state.
35) Survey Question - Can the Surveys be administered by a Contracted Survey organization?
ANSWER: The state reserves the right to negotiate the conduct of the survey before contract award.
36) Section E.6.9.5 – Required Capabilities (line item 11) - Why is TL9000 for telecommunications quality management a requirement?
ANSWER: The CIO is responsible for all telecommunications for the state.

37) Cost Savings Proposed by "The Plan" Who will do the analysis to determine if "The Plan" reduces costs according to expectations?
ANSWER: The plan's proposed savings will be reviewed by the CIO's staff before the plan is accepted by the CIO and presented to the State Governmental Technology Applications Review Board.
38) Appendix "B" line item four – The plan of action for Dept. of Human Services shall not be implemented until 1-July-11. Can you provide information as to why the Department of Human Services has a specified date as to when the plan of action can be implemented?
ANSWER: The exact reasons why the bill was written this way are not available.

39) General question to help us understand travel expenses - According to A.10.3, all travel expenses shall be a part of the total bid price. Can you provide a list of the locations of all State agencies, and higher education-related institutions that may require travel for an onsite visit during the data-gathering phase to help us better understand the travel requirements?
ANSWER: The major state agencies are located in Oklahoma City. The University of Oklahoma is located in Norman, OK and the Oklahoma State University is located in Stillwater, OK.

40) General Question concerning C.4 Scope of Work - In determining the way the RFP reads, do we have to identify any gaps between The Act and the scope of the RFP, and if we identify any gaps, are they inherently in the scope of the RFP?
ANSWER: Any gaps identified by the Contractor are inherently in the scope of the RFP.

41) How many state agencies exist out of the OKC area that requires travel costs?
ANSWER; See answer to question 39.

42) Is there an org. chart for both State agencies as well as the OK State of Higher Education and associated institutions that might explain how much travel would be required for the assessment phase?
ANSWER: No.

43) We would like to know if the pre-bid conference sign-in sheets from this afternoon's conference will be scanned and provided as part of the first addendum to the RFP.
ANSWER: The list is attached to this Amendment

44) Please clarify what is expected as a response to Attachment "D" the Assessment.
ANSWER: The State expects the bidders to respond to Attachment "D" by expanding upon each of the categories in the example included in the RFP in order to obtain the data necessary to complete the assessment and prepare the plan. In addition, bidders should also include additional ideas and categories for consideration.