



Amendment of Solicitation

Date of Issuance: 09/23/2016

Solicitation No. 8300001149

Requisition No.

Amendment No. 1

Hour and date specified for receipt of offers is changed: [X] No [ ] Yes, to: 3:00 PM CST/CDT

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 or Personal or Common Carrier Delivery:

Jessy Dang Contracting Officer

Office of Management and Enterprise Services Central Purchasing 5005 N. Lincoln Blvd., Ste. 300 Oklahoma City, OK 73105

405 - 694 - 0941 Phone Number

Jessy.dang@omes.ok.gov E-Mail Address

Description of Amendment:

a. This is to incorporate the following:

The following questions have been submitted concerning the solicitation. All questions and procurement/agency responses are detailed below:
Q1: RFP 8300001149 - Section B.1.1 Contract Term (page 14): This section states that the initial contract shall begin on the effective date. Can the State please share the anticipated start date for this contract?
Response: At this time, we cannot provide an anticipated start date for this contract. This date may be defined as we continue through the solicitation process.
Q2: RFP 8300001149, Section D.4 Selection Criteria (page 32): There are nine (9) criteria listed as part of the selection process. Can the State please provide the weight of each criterion? Is the order listed in the RFP the same order that will be used during evaluation and selection?
Response: We are not permitted to provide our weighting of these criteria at this time. All 9 items will be evaluated during the selection process, but there is no designated order for these items.
Q3: RFP 8300001149, Section G. Checklist (page 39): Can the State clarify how the items listed in the Checklist should be correlated to the sections listed in Section E.13? For example, where should the Workman's Comp Insurance Certification be placed in the proposal submission?
Response: The Checklist is provided as a means for a responding bidder to verify that items are included in a responsive proposal. We do not have a mandated order for these items.
Q4: Please clarify the anticipated award date.
Response: At this time, we cannot provide an anticipated start date for this contract. This date may be defined as we

## Description of Amendment - continuing

continue through the solicitation process.

**Q5:** In Section C.10. Project Management, C.10.1. states: "Kickoff Meeting - The project schedule/work plan will include a kickoff meeting to be held at DHS within 14 days of award." Is it anticipated that the selected vendor will start implementation prior to contract execution?

**Response:** Please include in the scheduling of a 'kickoff meeting in the project schedule/work plan to be held at DHS within 14 days after the award. The Awarded Vendor will be apprised of requisite details concerning this meeting.

**Q6:** Section E.13.5. Section Five – EITA Compliance states: "Provide adequate information defining your products level of EITA compliance by providing a Voluntary Product Accessibility Template (VPAT) that indicates compliance of all products offered with the provisions of Section 508 of the Rehabilitation Act Amendments included in the Workforce Investment Act of 1998. Please complete the VPAT & Accessibility - OMES Form that is applicable. Attached for reference is the VPAT Instructions Template." How will ADA compliance be evaluated?

**Response:** Please review for pertinent information regarding EITA compliance standards at <https://www.ok.gov/accesibility/> or contact the OMES Service Desk at (405) 521-2444.

**Q7:** RFP 8300001149- To ensure a thorough response by bidders to the RFP requirements, will the State consider an extension to the response due date?

**Response:** Barring unforeseen circumstances, the State intends to stay within the proposed time frames in completing the Request for Proposal Process.

**Q8:** RFP 8300001149- Section E 3.4, All information relating to price/costs are to be sent in a separate binder/envelope, on a separate CD, DVD, or thumb drive clearly marked as "Price/Cost". How many hard copies of the Price/Cost file should be included?

**Response:** Please refer to the provision in Section E 3.3

**Q9:** RFP 8300001149- Section E 6.1, Should bidders submit one full response document including all content marked as proprietary and then also submit a separate Response file of just the marked content? Should the Proprietary and Confidential Information be shipped in a separate mailing package or will a separate envelope suffice? How many copies are required?

**Response:** A separate envelope shall suffice. At least one copy is required.

**Q10:** RFP 8300001149- Attachment B. DHS/ASD directly manage the State Plan Personal Care (SPPC) program through state nursing staff located at country offices across the state. DHS/ASD manage the ADvantage home and community based waiver with the assistance of contracted Case Management Service providers across the state. The combined SPPC and ADvantage programs serve approximately 19,500 individuals daily (2,000 SPPC and 17,500 Advantage). Q: What % of growth in recipient or member volume do you expect in the covered programs over the next 5 years?

**Response:** As indicated in Section C.1., and C.3. of the solicitation, DHS anticipates that the proposed system is scalable and reconfigurable such that the software has the capacity to handle increases in Member participation levels.

**Q11:** How many provider agencies are in the network as certified by AA or DHS? How many caregivers are using the current IVR system as well?

**Response:** As indicated in Section C.1., and C.3. of the solicitation, DHS anticipates that the proposed system is scalable and reconfigurable such that the software has the capacity to handle increases in Member participation levels.

**Q12:** VPAT – which VPAT Form should we use: Software applications doc title 053-4.2 or Web Based Internet and applications doc title 053-4.3 We are a web based EVV and software company.

**Response:** It is up to the responding bidder concerning which appropriate VPAT is used. Please refer to the provided template instructions in the solicitation document.

**Q13:** How many visits and how many claims are submitted monthly?

**Response:** The proposed solution should have capability to manage any volume of claims submitted.

**Description of Amendment - continuing**

**Q14:** Is EVV through GPS an option? In the event there are no landline phones, what technologies will OK accept?

**Response:** Bidders may propose any technological solution to meet the State's mandatory requirements. As stated in section C.2. of the solicitation, DHS Seeks innovative approaches in the installation of a proposed system.

**Q15:** How many OHCA staff employees will be using the system and need to be trained.

**Response:** Identification as to what staff will be trained and what number will be determined in consultation with the Awarded Vendor. User integration is somewhat dependent upon the functionality of the system.

**Q16:** Section C.3.2.1 (page 25) - This section states that "all databases (records) are the property of Oklahoma Department of Human Services." Can the State please confirm that the intent is for OKDHS to own the data and not the database itself?

**Response:** DHS's intent is to be the owner of the data records and expects the Awarded Vendor to provide all data records upon request.

**Q17:** Section C.3.1.3 (page 24) - This section states that the "bidder shall include a complete implementation plan and time-lined schedule to be approved by DHS at least 30 days before implementation." The requirement of having a schedule signed off by DHS at least 30 days before implementation is understood. However, what requirement, if any, does DHS have for the period of time from contract award to implementation of the system? Is it 30 days, 90 days, no specified period?

**Response:** Please review section C.4.2 of the solicitation, which is copied as follows:

Bidder must submit a proposed work plan that will minimize system down-time or malfunction, includes estimated timelines for staged implementation, testing and will meet the expected effective date (GO Live) no more than 90 days after contract award. Bidder must propose an approach and/or a methodology to be utilized for implementing each deliverable described in the Solicitation Requirements/Specifications, and shall provide samples of work relevant to each deliverable. Implementation/Work plan shall include a detailed Data Conversion/Transfer Plan. The comprehensive plan must include a proposal for managing pending claims data (p. 28).

b. All other terms and conditions remain unchanged.

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Supplier Company Name (**PRINT**)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative Name (**PRINT**)      Title

\_\_\_\_\_  
Authorized Representative Signature