



Amendment of Solicitation

Date of Issuance: _____

Solicitation No. 42300000002

Requisition No. 4230000002

Amendment No. 1

Hour and date specified for receipt of offers is changed: ☒ No ☐ Yes, to: _____ 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:

5005 N. Lincoln Blvd
Oklahoma City, OK 73105

Robert Goad
Contracting Officer

405-522-5103
Phone Number

or

Personal or Common Carrier Delivery:

5005 N. Lincoln Blvd
Oklahoma City, OK 73105

robert.goad@omes.ok.gov
E-Mail Address

Description of Amendment:

a. This is to incorporate the following:

Questions and Answers:

1. Can you indicate the size of the six (6) agencies, in terms of the number of employees and size of budgets?
 - a. Tax Commission – 698 Employees – Estimated FY18 Budget - \$107,780,000.00
 - b. Office of Management and Enterprise Services - 1,280 employees – Estimated FY18 Budget \$337,296,000.00
 - c. Department of Corrections – 4,416 Employees – Estimated FY18 Budget \$612,227,000.00
 - d. Department of Public Safety – 1,477 Employees – Estimated FY18 Budget \$179,203,000.00
 - e. District Attorneys Council – 1,051 Employees – Estimated FY18 Budget \$125,042,000.00
 - f. Office of Juvenile Affairs – 758 Employees – Estimated FY18 Budget \$109,541,000.00
 - g. *Note* the estimated FY18 budget does not account for any funding reductions completed during the budget year.
2. Page 17 - C.5.4. appears inadvertently cut off – “The bidder's analysis of opportunities to make improvements to the State's...”
 - A .The sentence should read “The bidder's analysis of opportunities to make improvements to the State's revenue discovery/recovery enhancements and to the efficient management and operations of state services”

3. Page 22 – H1.1. requests, “When outlining costs, the bidder should use the attached templates for each deliverable specified in the Scope of Work.” There were no attachments listed on the website with the RFP. Please provide the cost template.
- A. Template added as Attachment A.
4. Could you please confirm that the vendor is not expected to perform a formal performance audit in accordance with Generally Accepted Governmental Auditing Standards (GAGAS)/ “Yellow Book”. This would include distinct requirements around staff certifications, audit documentation, scope and methodology, and report contents.
- A. The state doesn’t not expect or require that all of the professionals conducting the performance audits are certified CPAs in all circumstances. Given that the RFP also states that implementation assistance/guidance with the recommendations contained in the final report may be requested of the vendors, they should be mindful of the professional requirements which would allow the assessors to perform both functions: assessment and implementation assistance.
5. Could you please confirm that State legal counsel will be available to provide a legal opinion or clarification of agency statutory and constitutional mandates and responsibilities? Similarly, could you please confirm that while the vendor is responsible for assessing activities and performance against authorities and mandates, the vendor is not responsible for providing an independent legal interpretation of statutory or constitutional mandates and authorities?
- A. Currently, the Oklahoma Attorney General’s Office provides legal counsel to APAC. There also is a legislative bill pending in the Legislature that would formalize the designation of the Attorney General’s Office as the legal representative for APAC. In addition to the Attorney General’s Office, other sources of legal assistance could be the Governor’s General Counsel or other Counsel for the Legislature. The vendor will not be required to or responsible for providing any legal opinions or interpretations on statutory or constitutional mandates. The vendor will only be responsible for asking the agency to specifically cite any legal authority which they are relying upon if they state that the services which they are provided are mandated by such authority.
6. Page 21 of the RFP provides a list of six agencies requested to be completed in the first year. Page 17 states that “the bidder will provide a preliminary report on its recommendations to the state by September 28, 2018.” Given that the RFP response due date is May 3, 2018, there will be a shortened timeframe to complete the first year of the project. Is the State requiring that six audits be performed in the first year? If so, is the State requiring that the six agencies identified be reviewed during the first year?
- A. The State is proposing that the six agencies mentioned in the RFP be auditing during the FY18/19 fiscal year. It is anticipated that the vendor selected will be under contract by the middle of the summer and can begin the audits shortly thereafter. The only caveat to this will depend upon the amount of funding approved by the Legislature for the audits. If the level of funding is not adequate to perform the six audits, then the number of agencies audited will be reduced to fit within the approved budget. Budget approval by the Legislature will be known before the vendor is selected.
7. Given the relatively short timeframe to complete the first year of the project, having information readily available will be a critical factor. Does each agency have clearly defined

mandates? Does each agency have clearly defined goals and objectives by which they can be measured?

A. Each agency has developed the goals and objectives necessary to achieve the mission of the agency. Most, if not all, of these should be available on the State website for the agency. While each agency will have defined mandates, there may be services performed by an agency that is either beyond the mandate or not related to the mandate. The called for determination of what the mandates are for of each agencies and the authority which requires this service to be provided is to help identify where services are being provided but would be considered "mission creep" where no mandate exists for the service.

8. Could you please confirm if the Technical Proposal and the Cost Proposal are required to be separate documents or if they can be combined in the same file?

a. Yes, 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".

9. Page 20 states that "supplier is to submit two (2) electronic copies of their complete response to include scanned images of the required completed and signed forms. Electronic copy can be in Word, Excel, or PDF format; but, is to be an unprotected document provided on a USB drive/flash drive/thumb drive." Is it acceptable for the two copies to be submitted on a password-protected USB, provided the documents themselves are unprotected

A. Yes. If the password is not provided or does not work then the bid will be deemed non responsive and returned to the responding vendor

b. All other terms and conditions remain unchanged.

Supplier Company Name (**PRINT**)

Date

Authorized Representative Name (**PRINT**) Title

Authorized Representative Signature