



# Amendment of Solicitation

Date of Issuance: 02/01/2019

Solicitation No. 2650000358

Requisition No. 2650006778

Amendment No. 2

Hour and date specified for receipt of offers is changed:  No  Yes, to: 2/7/2019 3:00 PM 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:**

State Department of Education  
2500 N Lincoln Blvd.  
OKC, OK, 73105

Yannet Cusic  
Contracting Officer

405-522-5301

or

Phone Number

**Personal or Common Carrier Delivery:**

Yannet.Cusic@sde.ok.gov

SAME

E-Mail Address

**Description of Amendment:**

a. This is to incorporate the following:

**Questions submit for RFP 2650000358**

Q1. We understand that as part of this grant from the Department of Education, naming an evaluator was a requirement in the grant application. Did you name an evaluator in that application, and if so, are they eligible to respond to this particular RFP?

A1. An external evaluator was not a requirement of this federal grant application but is often a best practice that the OSDE includes in their federal proposals for potential funding. The OSDE follows all state and federal procurement policies, and therefore did not name a specific evaluator in the grant, as that would have been a violation of state procurement policies. The proposal only contained the qualifications the OSDE would seek in an external evaluator, upon a grant award. These qualifications were used to build the external evaluator bid for this grant.

Q2. In section C.4. of the RFP (pg. 16), the mandatory requirement is that the "supplier must have a minimum of three (3) years' experience in training schools on how to implement PBIS programming." It seemed like this might be a requirement for the behavior specialists named in Section C.1.2. Can you clarify what you mean by this mandatory requirement? Based on a read of the scope of services in C.3., training schools on how to implement PBIS doesn't seem to be reflect in the anticipated activities for the evaluator. Further, it might cause an issue for the validity of the evaluation if the evaluator is evaluating their own training?

A2. The OSDE is requiring the evaluator to have experience in the implementation of PBIS so they will have background knowledge of the subject matter which will lead to a more precise and proficient external evaluation. The external evaluator will not be completing any training for this grant, so there will be no conflict of interest on the part of the evaluator.

Q3. Do you have a not-to-exceed amount for this work in mind?

A3. Budget information is not available.

Q4. Point H.1 of the solicitation requires the budget to include "five (5) sites visits per year to five (5) schools sites." Please clarify if this means a total of 5 visits per year (1 visit to each school) or a total of 25 visits per year (5 visits to each of the 5 school).

A4. The requirement would include a total of one visit per year to each of the five participating school sites, for a total of five school site visits per year.

Q5. Are appendices, including example evaluation products, allowed as part of the proposal?

A5. Yes

Q6. Is there an estimated start date for the evaluation?

A6. The estimated date is March 1, 2019.

Q7. Is there a plan to have OKSCT trainings prior to August 2019, as this will impact the start of the training evaluation component of the proposal?

A7. It is anticipated that OKSCT training will be begin in June 2019.

Q8. Could you share an estimate of the anticipated budget for the evaluation or an estimate of the percent of the total project budget dedicated to evaluation?

A8. Budget information is not available.

Q9. The solicitation mentions 4 quarterly site visits with project staff; please clarify if this means 1 in person visit with project staff per quarter of the project (i.e., 4 visits per year) or some other expectation.

A9. The intent of the solicitation is for the external evaluator to meet with project staff face-to-face one time every three months throughout the duration of the project.

Q10. The solicitation mentions 5 site visits to 5 schools per year; please clarify if this means 1 visit to each of 5 schools (5 visits per year total) or 5 visits to each of 5 schools (25 visits per year total).

A10. The requirement would include a total of one visit per year to each of the five participating school sites, for a total of five school site visits per year

b. All other terms and conditions remain unchanged.

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 Supplier Company Name (PRINT) Date

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 Authorized Representative Name (PRINT) Title Authorized Representative Signature