



Date of Issuance: 05/22/2020

Solicitation No. 2650000379

Requisition No. 2650008615

Amendment No. 1

Hour and date specified for receipt of offers is changed: No Yes, to: 6/3/2020 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:

Sign and return a copy of this amendment with the solicitation response being submitted; or,

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 in the subject line of the email.

ISSUED FROM:

Rebecca Thompson
Contracting Officer

405-522-2682
Phone Number

rebecca.thompson@sde.ok.gov
E-Mail Address

RETURN TO:

BY COMMON CARRIER:

Oklahoma State Department of
Education
Attn: Rebecca Thompson
2500 N. Lincoln Blvd, Ste 429
Oklahoma City, OK 73105

BY EMAIL:

rebecca.thompson@sde.ok.gov

Description of Amendment: Questions and Answers

a. This is to incorporate the following:

- Q1. Section 9 – Submission of Bid. Due to the closure from COVID-19 and the requirements of social distancing, will OSDE consider bid submissions via email?
A.1. Due to the COVID 19 outbreak the OSDE is closed to the general public. However, the agency is receiving mail via common carriers. A Bid in response to this RFP may be submitted by common carrier as stated on the Bidder Instructions Cover Page of the RFP or via email to rebecca.thompson@sde.ok.gov. In person, or facsimile submittals shall not be accepted. The email Bid shall contain the Solicitation Number, Bid Response Due Date and Time in the subject line of the email. For all responses that are unable to be submitted via email due to size limitations, the vendor is requested to submit via a Cloud Service such as OwnCloud. Provide link to cloud documents to same email as above. The State is not responsible for incorrect link information or inability to access a submitted Bid.
- Q2. Terms Section 9.3: It is unclear if hard copies of the bid are required. Can you please verify how many copies of the bid are required and in which format?
A.2. Paper copies of the BID are not wanted, only electronic copies. You may submit electronic copies on thumb drives via common carrier as directed in Section 9 of the Bidder Instructions or via email as stated in the Answer to Question 1.

- Q3. Terms Section 15.2: When are we required to register with the State as a supplier?
A.3. As stated in Section 15.2 of the Bidder Instructions, neither an award nor payment from the State will be issued unless the Bidder is registered as both a Bidder and a Supplier.
- Q4. Terms Section 8.1: Our TOT trainings require the separate purchase of notebooks from our online store. Should we include the cost in the overall price or do you want the cost of the books listed separately?
A.4. Include the cost of the notebooks in the overall price as supplies.
- Q5. General Terms Section 7.1.H requires that we accept the Purchase Card. We are not set up to accept electronic payments except for store orders. Are we able to list that as a deviation?
A.5. Yes, you will be able to include this item as a Requested Exception to the Terms of the RFP.
- Q6. General Terms Section 8.1: Are the insurance requirements negotiable? 5 million per occurrence seems excessive for the scope. If so, do we need to list that as a deviation or will you send revised minimum limits for this specific solicitation?
A.6. You will be able to list this item as a Requested Exception to the Terms of the RFP.
- Q.7. On page 8 of 15, Section Eleven: Financial Information – What is required for this section?
A.7. No financial or associated information was required in Attachment A of the solicitation. However, if you wish to include it you may.
- Q.8. On page 9 of 15, Section Twelve: Business References – Is there a required format or form for this section?
A.8. No business references were required in Attachment A of the solicitation. However, if you wish to include them you may.
- Q9. On page 9 of 15, Section Thirteen: Additional Company Information – I What is required for this section?
A.9. No additional company information was required in Attachment A of the solicitation. However, if you wish to include it you may.
- Q10. Do we need to register as a vendor with the Office of Management and Enterprise Services (OMES) to bid on this solicitation?
A.10. You do not need to be registered as a vendor with OMES to submit a bid on the solicitation. However, as stated in Section 15.2 of the Bidder Instructions, neither an award nor payment from the State will be issued unless the Bidder is registered as both a Bidder and a Supplier.
- Q11. Do we need to register with the Oklahoma Secretary of State to bid on this solicitation?
A.11. You do not need to be registered with the Oklahoma Secretary of State to submit a bid ON the solicitation. However, as stated on the Responding Bidder Information Sheet, prior to the contract award, the successful bidder will be required to register with the Secretary of State or must attach a signed statement that provides specific details supporting the exemption the supplier is claiming.
- Q.12. 9.3 – “Each bidder must submit four (4) electronic copies of the Bid on a thumb drive in a “machine readable” format, meaning the Bid can be automatically read and process by a computer. Does this mean we need 4 separate thumb drives? And what does in “a machine readable” format mean?
A.12. Yes, you will need to submit 4 separate thumb drive if you submit the bid by Common carrier. A machine readable format means that the thumb drive is not encrypted.
- Q.13. Are the 60 teachers listed in A.3.1 separate from the 30 teachers in A.3.3 for a total of 90 teachers, or are they included in the 60 in Section A.3.1?
A.13. Yes, the 60 teachers in Section A.3.1. will be elementary and secondary teachers who will be teaching in school districts within driving distance to Stillwater, OK if the sessions are held in-person. The 30 teachers in Section A.3.1. will be teachers from the Choctaw Nation’s Teach to Reach program, and these teachers may be spread throughout the state. This separate cohort of Choctaw Nation teachers will be entirely virtual due to the locations of where participants teach. The proposal has been written for a maximum of 90 teachers.
- Q.14. How many teachers do you expect in each cohort?
A.14. Depending on health requirements as to whether we meet face-to-face or virtually, we expect to have a maximum of 30 elementary teachers and 30 secondary teachers in two separate cohorts for teachers who work in the Stillwater, OK vicinity. In addition, we expect to have a maximum of 30 teachers, with a combination of elementary and secondary, in the Choctaw Nation teachers’ cohort which will meet entirely in a virtual format.

Q.15. Is individual teacher coaching an option for this solicitation?

A.15. Yes, individual teacher coaching may be an option for this solicitation.

Q.16. Are you accepting alternate proposals in lieu of responding to the scope of work requirements if we feel the alternate proposal would better meet the needs of the solicitation?

A.16. You must respond to the scope of work requirements in the solicitation for your bid to be considered responsive and evaluated. However, you may include a separate additional alternate proposal as a value added item in your bid should you choose to do so.

Q.17. The RFP states the meetings will be up to 60 elementary and secondary teachers. Does that mean up to 60 of each group (120 total) or 60 total?

A.17. There will be a maximum of 60 teachers in the cohorts that meet in the Stillwater, OK vicinity if the sessions can be held face-to-face. The program design is best suited for around 30 teachers per cohort, elementary and secondary. In addition, there will be a maximum of 30 teachers in the Choctaw Nation cohort which will meet virtually. The maximum number of teachers in all the cohorts will total 90.

Q.18. A.3.2. The supplier will facilitate at least eight (8) and up to ten (10) virtual sessions with first-year elementary and secondary teachers divided into separate cohorts (grades Pre-K – 6, and grades 6-12). The sessions will occur synchronously in a web-based meeting platform and asynchronously in the OSDE's LMS during the months of September, October, November, January and February. This virtual format will be implemented if schools are providing distance learning delivery of education services during the academic year. Either workshop format, but not both, described in A.3.1. and A.3.2. will be implemented depending on the structure of education services delivered during the academic year (in-building or distance learning).

Will there be 4-5 elementary virtual session and 4-5 secondary virtual sessions for a total of 8-10 virtual sessions?

A.18. If health requirements prohibit in-person meetings in the Stillwater, OK area, all the sessions will be virtual. There will be a total of 4-5 elementary virtual sessions and 4-5 secondary virtual sessions for a total of 8-10 virtual sessions. If there are no restrictions to meeting in-person, then there will be a total of 4-5 elementary in-person sessions and 4-5 in-person sessions for a total of 8-10 in-person sessions.

Q.19. Will there be a required number of minutes for each session or is that open for the provider to determine?

A.19. Most likely the virtual sessions would not be as long as the in-person sessions. It is best for the Bidder to plan for both scenarios using best judgment for appropriate lengths based on adult learning principles.

b. All other terms and conditions remain unchanged.

Supplier Company Name (**PRINT**)

Date

Authorized Representative Name (**PRINT**) Title

Authorized Representative Signature