Amendment of Solicitation

Date of Issuance: 8-12-2021   **Solicitation No.** 2650000392

Requisition No. 2650010448   **Amendment No.** 3

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:

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:

Ernest Graham   405-522-4511   Ernest.Graham@sde.ok.gov
Contracting Officer   Phone Number   E-Mail Address

RETURN TO: sdepurchasingbid@sde.ok.gov

Description of Amendment: Amend C.1 and Question and Answers

a. This is to incorporate the following:

1.   To amend language in the bidder instruction C.1

~~C.1 Oklahoma Competitive Grants will be awarded on a competitive basis. The total amount of funding that will be giving out this year is $10 million. Each eligible applicant should apply for funds sufficient to make a significant impact, as described in this RFP, as appropriate for the scope of the program designed.~~

to read:

C.1 Oklahoma Competitive Grants will be awarded on a competitive basis. This solicitation will result in multiple awards for various amounts ranging from $50,000 to $1,000,000 each. Some could be more, some could be less. The amounts awarded will be based on the quality and program content of each proposal. The total amount of funding that will be giving out this year is $10 million. Each eligible applicant should apply for funds sufficient to make a significant impact, as described in this RFP, as appropriate for the scope of the program designed.

2.   **Question -** RFP page 5 of 58, Required Bid Structure, Preparation of Bid, item 8.1.B, can OSDE provide the scoring rubric that will be used in evaluating "best value criteria"? For example, how many points total are possible and how are the total points possible allocated by each of the 6 criteria listed?

Answer – No, the agency has elected to not provide the rubric in this RFP. The criteria listed will be evaluated based on best value consistent with what is requested in the RFP.

3.   **Question –** RFP page 6 of 58, Required Bid Structure, Preparation of Bid, item C states the applicant must "meet or exceed the following specifications and state in its response any experience it has with each requirement and exactly how it plans to comply with all requirements in this section, providing detailed information and stating affirmatively its understanding of the requirements."

· Underneath that paragraph on the pages that follow are items C.1-C.7 which do not map to a specific application section. Please clarify where in the response (sections 1-14) requirements C.1-C.7 should be addressed.

· Similarly, please clarify where in the response (sections 1-14) requirements C.13-C.17 should be addressed.

Answer – C.1-C.7 and C13-C.17 the application components will be addressed in 8.2 H Bid Packet Format Section Eight: Response to Specifications and Requirements.

4.   **Question -** RFP page 8 or 58, Requirement C.9, a number of the sections that will be evaluated for "best value criteria" have page limits. This will be a challenge, especially if multiple services are proposed.

· Would OSDE consider allowing applicants to use single spacing instead of double spacing in their response, as long as 12-point font is used in the narrative?

· If applicants include supporting evidence as attachments (e.g., results of a study) is that acceptable?

Answer – No, the agency has elected to maintain the page limit and formatting requirements as outline in the solicitation.

5.   **Question -** RFP page 9 of 58, Requirement C.12. Section 3: Budget, please clarify which if any of the fields in example budget summary template (Exhibit B) and example budget narrative justification template (Exhibit C) are required.

Answer – All of the fields outlined in the example budget are required as indicated in.

6. **Question -** RFP page 11 of 58, Requirement 8.2 Bid Packet Format, Section Two: Required Forms, Certifications and Disclosures, item iii (5), is there a specific conflict of interest form that OSDE requires applicants to complete and submit with our application?

Answer – There is no OSDE form. The bidder should provide a response. If any items are applicable to the bidder, they would be placed in the Section Two of the 8.2 Bid Packet Format.

7. **Question -** RFP page 12 of 58, Requirement 8.2 Bid Packet Format, Section Two: Required Forms, Certifications and Disclosures, item iv, is there a specific Certificate of Insurance and Workers' Compensation form that OSDE requires applicants to complete and submit with our application?

Answer – See Non-Collusion Certification OMES Form CP 004 and Responding Bidder Information OMES Form 76. The form for Certificate of Insurance and Workers' Compensation is not provided by OSDE. The bidder will provide the necessary documents in the section two.

8. **Question -** RFP page 14 of 58, Requirement 8.2, Bid Packet Format, item H.v, states "if a Statement of Work is required, the proposed draft shall be inserted in this section at a Bid Packet page referencing the proposed Statement of Work." The term "Statement of Work" is not used otherwise in the RFP so it is possible this section is not applicable to this bid, however there are some requirements such as those on pages 9 and 10 (C.13-C.17) that are not otherwise mapped to the response outline that could be addressed in the Statement of Work section. Please clarify what requirements need to be addressed in response to item H.v (Statement of Work).

Answer – C.13 – C.17 is part of the application components. Statement of Work is not a requirement or applicable, but if it is applicable to the bidder services then it would be placed in the 8.2 Bid Packet Format item H.v,

9. **Question -** RFP page 22 of 58, Attachment A, the RFP states services desired will "address student learning loss caused by disruptions in learning from the COVID-19 pandemic." Can OSDE share with applicants any data or research that it has on Oklahoma students' learning loss that might clarify specific content areas, grade-levels, social emotional issues, or other areas of concern (e.g., specific schools or districts needing these programs) where professional development and direct services might be most beneficial?

Answer – No, the agency expects for the organization bidding to provide a rationale for needed service in the state to address disruptions in learning. The agency is accepting bids for services that address all academic areas within PreK-12 schools.

10.   **Question -** When previous funds have been awarded to Great Expectations from the state budget of Oklahoma- it was a requirement that the state funds flow through Northeastern State University. Prior approval must be obtained by NSU to write a grant.

If the Competitive Grant Pool opportunity is considered federal funds, (American Rescue Plan funds) any awarded funds could be provided directly to Great Expectations without flowing through NSU. This would eliminate the need for prior approval from NSU. This is our preference. (We are a 501(c)3, have our own DUNS number, etc.)

Please let me know if the funds will be consider federal or state.

Answer – Federal ESSER III ARP funds. Bidders must respond to this solicitation in order to be considered for an award.

11.   **Question -** With regards to the subject bid, are vendors allowed to submit multiple bids in response to the RFP? In other words, are we able to submit a bid for each product we would like to have reviewed?

Answer – Yes, the vendor can submit multiple proposals. The vendor can submit a proposal for each of their products they would like to submit one for.

12.   **Question -** We offer K-8 in-school, after-school, and summer programs. They all have the option of running in-person, virtual, or blended. Do you recommend us submitting grants for all our program options?

Answer - The bidder can submit a proposal for each program or provide a cost of each option in their proposal whether running in-person, virtual, or blended.

13.   **Question -** Do we need to have a firm partner in place to produce a joint proposal? For example, do we need to already have a partner in place to implement the program when it is awarded, like Tulsa Public Schools, the Boys and Girls Clubs, etc?

Answer – No, it is not required for this RFP.

14.   **Question** – Evaluation Page 5, Section 8.1.B says "the big will be evaluated using a best value criteria, based on the following: Abstract, Explanation of Program, Past work & Evidence of Effectiveness, Accountability Metrics, Budget Summary & Budget Narrative Justification

Is there a specific evaluation rubric and/or more detailed criteria you can share as to how each section will be evaluated?

Will budget/costs submitted be scored independently for each submission/proposer? Or will the lowest cost bidder/price be used as the foundation for full points in this category and prices across proposers will be compared for evaluation & distribution of points?

Can a proposer include multiple pricing/budget options for consideration depending on the desired scope of implementation? For example (simply for illustrative purposes of the question):

Budget Option A= Pricing for 100,000+ students

Budget Option B= Pricing for 50,000=-100,000 students

Budget Option C= Pricing for 10,000-50,000 students

Budget Option D= Pricing for 1-10,000 students

Answer – There is a rubric for the evaluation of this solicitation criteria listed. The Criteria will be evaluated based on best value consistent with what is requested in the RFP.

Each proposer proposal will be evaluated and ranked according to the evaluation rubric criteria that include the budget/cost for that proposal independently.

The bidder can submit a proposal for each program or provide a budget/cost of each option in their proposal.

15.   **Question** – Formatting. Page 7, Section C9 discusses formatting requirements of the submission/application. Are images/graphs/pictures allowed? If so, are those considered part of the page limits?

Answer – Images/graphs/pictures provided for Section C.9 application components would be part of the page limit.

16.   **Question** – Implementation- Are successful vendors throughout his RFP placed on an approved list for individual school districts to purchase materials/services from (i.e. hunting license)? Or is the specific scope (including specific district names) funded by the Oklahoma Department of Education and districts written into the application receive those services automatically? We are trying to determine if this is a 'hunting license' RFP or a guaranteed funding & implementation RFP for successful applications.

Answer   – The state will award contracts based on the competitive bid for services outlined in the competitive bids. This process will not lead to an approved list of vendors for school districts.

17.   **Question –** Registration. Page 19, Section 15.2: Bidder & Supplier registration

Is there a separate registration process for Bidders vs Suppliers? Our team is moving through this process using the link in the RFP however we are having a hard time discerning where to register for Bidder vs Supplier.

Answer – The bidder will need to contact vendor registration regrading vendor registration with the State at vendor.registration@omes.ok.gov

18.   **Question –** Cover Page. Page 11, Section 8.2, A includes Section One: Cover Page. However, Section C.8 also includes a Cover Page (Exhibit A) which Amendment 2 #5 indicates should go into H Section 8.

Where does Exhibit A go and is the cover letter in Exhibit A different from the cover letter required in A Section One: Cover Page?

Answer – C.8 is the cover page for the application components. The cover page at Section 8.2 Section One is the entire Bid Packet Format where all requirements will be inserted.

19.   **Question –** Pricing. Does Exhibit B (Budget Summary Template) & Exhibit C (Budget Justification Template) go in H Section 8: Response to Specifications and Requirements? Or does Exhibit B & C go in I: Section Nine: Pricing?

If Exhibit B/C goes in H Section Eight, then what should be included in I Section Nine: Pricing?

Answer – They would be placed in Section 8.2 Bid Format Packet I Section Nine -Pricing

20.   **Question –** References. Page 15, L Section 12: Business References

Is there a specific template or format required for these references? Is there a minimum and maximum number of references? Is preference and/or additional points awarded to references within Oklahoma?

Answer – Reference L Section 12 is not a requirement or applicable, if it was a requirement 8.1 it would be placed there in Section 12.

21.   **Question –** Executive Summary. Page 14, G Section 7: Executive Summary

Is there a required page length for this?

Answer – No

22.   **Question –** Is there a minimum and a maximum dollar amount an organization can apply for, per application?

Answer – See amendment change C.1.

23.   **Question –** RFP page 18 of 58, item 12, states "A public Bid opening, which will disclose the name of each Bidder and no further information, will be conducted on a per request basis provided the Contracting Officer receives a written request no later than forty-eight (48) hours prior to the Bid Response Due Date and Time."

Can you clarify the process and timeline for how we will receive the list of bidder names from OSDE after the bid opening?

Answer – The timeline for the public opening would be on the date of bid closing and the names of bidders who submitted a bid before the closing time would be announced. No other information would be provided.

24.   **Question –** RFP page 6 of 58, C.2 indicates that the State may partially fund proposed programs. For any proposed programs that are not fully funded, does OSDE intent to pre-approve the programs recommended so that Oklahoma schools and districts can purchase directly from the vendor?

Answer – The intent of the solicitation is not to create a state approved list of programs, but rather for OSDE to enter into contract with awarded vendors to provide services.

25.   **Question –** In response to Amendment 2, question 1, OSDE clarified that the total amount of funding that will be distributed is $10 million this year. Please confirm that any programs that are approved will be purchased by the state, and not added to a pre-approved list that Oklahoma schools and districts can purchase from.

Answer – The intent of the solicitation is not to create a state approved list of programs, but rather for OSDE to enter into contract with awarded vendors to provide services.

26.   **Question –** RFP page 14 of 58, Item J allows bidders to offer value-added products and/or services. Please clarify whether OSDE may use the $10 million budget to purchase value-added products and services from vendors or if the value-added products and/or services will be reviewed and potentially approved by the state for local schools and districts to purchase from, as needed.

Answer – The intent of the solicitation is not to create a state approved list of programs, but rather for OSDE to enter into contract with awarded vendors to provide services.

27.   **Question –** RFP page 9 of 58, C.12, Section 3: Budget, requests example template Exhibit b and example template Exhibit C be used for the proposed budget. For bidders with with pre-existing products with per unit pricing, some of the categories in the example templates do not apply. Please confirm that it is acceptable for bidders to complete only those lines of the template that apply, by applying established unit pricing to proposed volumes to enter total costs for applicable categories.

Answer – Bidders should respond to the Budget requirements as instructed in the RFP.

28.   **Question –** The Return Sealed Bid To section of the RFP shows both an email address and a ship to address. Can we submit via email only?

Answer – Yes, to the email address listed.

29.   **Question –** C.12. Section 3: Budget: Will vendors be able to provide pricing options i.e. per student pricing per individual program and/or professional development? Or is the OSDE wanting a total price for the complete offering?

Answer – The solicitation expectation is a total price. However, if the bidding vendor would also like to include a cost per student pricing per individual program and/or professional development they may include that information.

30.   **Question –** C.8 Page Limits: There is a limited number of pages for the Abstract and Program Overview. Should vendors submit a separate proposal for Reading and a separate proposal for Math programs and services?

Answer – Yes

32.   **Question –** On #5 of the "OMES Form CP076 – Responding Bidder Information", if a vendor is not registered, would they be required to be registered before the submission of the proposal? Or only when the vendor is notified of the award, then they should start the registration process?

Answer – The vendor does not have to be registered to submit a proposal. Vendors pending contract award to a bid released by Central Purchasing or other Oklahoma state agency must register with the state. See section 15 Award of Contract.

33.   **Question –** Will there be selection preference given to nonprofit organizations or government agencies, rather than for-profit organizations?

Answer – NO

34. **Question** - Please confirm that the following are not required for this bid:
    a. Business references
    b. Financial information
    c. Additional company information

Answer – Those are not applicable to this RFP. If they were part of the requirements they would be placed in those sections under 8.2 Bidder Format.

35. **Question –** Does the supplier need to address ALL 4 tiers of ESSA or only the most appropriate?

Please explain C.7 of the Required Bid Structure and Preparation of the Bid: "Supplier shall provide evidence-based programming for students…..Suppliers will be required to share their evidence-base as part of their application and align it with the four tiers of evidence described under the **Every Student Succeeds Act (ESSA): Tier 1 (strong evidence); Tier 2 (moderate evidence); Tier 3 (Promising Evidence); Tier 4 (Demonstrate a Rationale).)**

Answer – The supplier should indicate which Tier of the ESSA evidence their program meets.

36. **Question –** What would qualify as a Certificate of Insurance and Workers' Comp Form - does this come from the suppliers' insurance company?

Answer – The bidder should provide it in their proposal unless they claim exemption per form OMES 076.The bidder insurance company may provide to the bidder.

37. **Question –** What is the title of this solicitation, if any?

Answer – Oklahoma Competitive Grants to Address Learning Loss

38. **Question –** Due to COVID and social distancing guidelines, are electronic signatures acceptable?

Answer – Yes

39.   **Question** – Can districts and schools that qualify use other funding in combination with the grant funding, or must the grant pay 100% of the services? In other words, could a qualified district who wants to purchase an awarded vendor's services pay for 50% of the services with the grant funds and 50% with their own funds?

Answer – Yes

40.   **Question** – What is the process for awarded vendors to distribute Memoranda of Understanding to qualified districts and schools?

Answer – Upon awards, the vendor will work with the corresponding OSDE contract manager to distribute Memoranda of Understanding if needed.

41.   **Question** – If vendors have distinct programs, should they submit separate proposals for EACH program, or should vendors submit a combined response?

Answer – This is up to the vendor submitting the proposal.

42.   **Question** – #C8 outlines a table with required application components that must be included with the bid packet. (Section 8 Required Bid Structure, #8.1 Preparation of Bid, #C8, pp. 7 of Bidder Instructions). In which section/s of "Section 8.2 Bid Packet Format" should these required application components be placed? We assume that the "Introduction" and "Program Overview" sections of the required application components should be placed in "Section Eight: Response to Specifications and Requirements" of the bid packet and that the "Budget" sections of the required application components should be placed in "Section Nine: Pricing" of the bid packet. Please confirm or correct.

Answer – Yes, that is correct. Response to the requirements will go in Section Eight the bid packet format and budget in Section Nine: Pricing of it.

43.   **Question** – The required applications components table found in #C8 includes page limits, but the solicitation documents do not mention page limits for any other required form or section in the bid packet. Please confirm that page limits apply ONLY to the application components specified (Section 8 Required Bid Structure, #8.1 Preparation of Bid, #C8, pp. 7 of Bidder Instructions).

Answer – The page limit is for the application components only.

44.   **Question** – Are appendices acceptable and where should they be placed? We assume any allowed appendices should be inserted into the relevant section of the bid packet.

Answer – They are acceptable and would be placed in Section 8.2 bid packet format after all applicable require sections.

45.   **Question** – If appendices are acceptable, do they count toward any page limits?

Answer – No

46.   **Question** – The solicitation documents provide conflicting instructions about what cover page should be on top of the packet. #C.10 states that Exhibit A should be used as the cover page (Section 8 Required Bid Structure, #8.1 Preparation of Bid, #C.10 Section 1: Introduction, #C.10.1, pp. 8 of Bidder Instructions). However, #A Section One: Cover Page says that "a dated cover letter or transmittal letter that identifies the Solidification and the Bidder and provides bidder contact information" should be used as the cover page ("Section 8.2 Bid Packet Format, #A. Section One: Cover Page, pp 11 of Bidder Instructions). Please clarify which document should be on top of the bid packet: Exhibit A: Cover Page and Overview, vendor's own cover letter, or vendor's own letter of transmittal.

Answer – The cover page for C.10 is the components cover page, where #A Section one is the entire Bid packet format cover page that would be the top cover page or transmittal letter of the entire proposal formatting sections that identifies the solicitation.

47.   **Question** – Following up on the question above, if Exhibit A should be used as the cover page, is a letter of transmittal optional?

Answer – A letter of transmittal would be fine if it identifies the solicitation.

48.   **Question** – Following up on the question above, if Exhibit A should be used as the cover page, is vendor's own cover letter optional?

 com

Answer – #A Section one is the entire Bid packet format cover page where vendor would use their cover letter and should address requirements of the cover page. Yes, Exhibit A can be vendor' cover page for the application components should be in the format of Exhibit A and contain all the requested component application information as Exhibit A.

49.   **Question** – Additional terms/exceptions must be submitted in "Section Five: Additional Bidder Terms" in Word format with tracked changes on. Normally, we submit proposals in PDF format, and we can't include multiple formats in the same document. May vendors submit additional bidder terms in a separate Word file, or must the entire RFP submission be in Word format to accommodate this requirement (8.2 Bid Packet Format, #E: Section Five: Additional Bidder Terms, pp. 14 of Bidder Instructions)?

Answer – The vendor can submit additional bidder terms in a separate word file. The vendor's exception if applicable should be submitted in word format as well. The other parts of the RFP can be submitted as pdf. This word format is to allow for negotiation if required

50.   **Question** – Please give examples of what could be included in Section Six: Master Terms between Bidder and State (8.2 Bid Packet Format, #F Section Six: Master Terms Between Bidder and State, pp. 14 of Bidder Instructions). How do master terms differ from additional terms? Would a copy of vendor's purchase contract and/or End-User-License Agreement be appropriate in this section?

Answer – Yes, Master Terms would be additional terms of the agreement of the contract that the vendor may have, their terms like the State's General terms. They would be placed in #F Section Six if applicable. The End-User License terms or service level agreements are placed in #H Section Eight, Response to Specification and Requirement, iv.

51.   **Question** – What are "Acquisition specifications and requirements" (8.2 Bid Packet Format, #H Section Eight: Response to Specifications and Requirements, i, pp. 14 of Bidder Instructions)? Are these just the requirements laid out in "Section 8 Required Bid Structure" and in the "Scope of Service?"

Answer – Acquisition specification and requirements in Section C. of the bidder Instruction where all the components and requirements are listed. Yes, Section eight is the Bid packet format where all those requirements should be laid out.

52.   **Question** – #H Section 8 outlines directions for providing an information technology VPAT **IF** one is required (8.2 Bid Packet Format, #H Section Eight: Response to Specifications and Requirements, ii, pp. 14 of Bidder Instructions). When is a VPAT required?

Answer – If the vendor was providing software to State it may require them to provide the VPAT or a link to their website where this could be view for their product. The vendor would know if their product requires a VPAT. If not required for their product or services then it is not applicable.

53.   **Question** – Following up on the question above, if a VPAT is required, may we attach it as a document or does State require a URL?

Answer – If applicable the vendor can provide an attached document of their VAPT or provide a URL link to their VPAT if they choose to.

54.   **Question** –   #H Section 8 outlines directions for providing an information technology Security Certification and Accreditation Assessment **IF** one is required (8.2 Bid Packet Format, #H Section Eight: Response to Specifications and Requirements, iii, pp. 14 of Bidder Instructions). When is a Security Certification and Accreditation Assessment required?

Answer – Example : A security Certification could be required if a vendor hosted a system for the State where the agency information would be housed on it, or if it interfaced with the State's System. This may or may not be applicable to bidders.

55.   **Question** – Following up on the question above, if a Security Certification and Accreditation Assessment is required, where can vendors find a rubric or a list of standards so that we can fill out the certification spreadsheet? The URL embedded in the Excel file does not work.

Answer – The State has made some changes to the website links but here is a link where this information can be found. https://oklahoma.gov/omes/services/information-services/policy-standards-publications.html

56.   **Question** – #H Section 8 outlines directions for providing service level agreements **IF** they are required (8.2 Bid Packet Format, #H Section Eight: Response to Specifications and Requirements, iv, pp. 14 of Bidder Instructions). When are service level agreements required and how do they differ from any master terms placed in "#F Section Six Master Terms between Bidder and State?"

Answer – Normally if the vendor is providing information Technology items with their terms and service level agreements, they would be placed in this section. If not applicable to what services the vendor is providing they would not provide it. If there were Master Terms like General terms that would be placed in #F Section Eight. Once Example of Master Terms would be like "Limitation of Liability" where as, software License of the vendor may have License agreement that differ from master agreement as a whole.

57.   **Question** – Following up on the question above, would End-User License Agreements and Memoranda of Understanding be appropriate in this section rather than with master terms?

Answer – End-User License Agreements and Memoranda of Understanding would be in #H Section Eight and be appropriate for this section.

58.   **Question** – #H Section 8 outlines directions for providing a Statement of Work **IF** one is required (8.2 Bid Packet Format, #H Section Eight: Response to Specifications and Requirements, v, pp. 14 of Bidder Instructions). When is a Statement of Work required?

Answer – It is not a requirement but if applicable to the vendor services the vendor can provide it.

59.   **Question** – Following up on the question above, if a Statement of Work is required, how should this statement differ from the required Abstract, Executive Summary, and narrative responses to be placed in Section 8?

Answer – That section not applicable in this RFP. See response above. It would include all the components.

60.   **Question** – With respect to the bid packet format requirements (#8.2, pp. 11-15 of the Bidder Instructions), do section tabs need to be spelled out or may numerals be used (i.e. "Section 1: Cover Page" versus "Section One: Cover Page").

Answer – Either way is acceptable.

61.   **Question** – With respect to #K Section Eleven: Financial Information, what required financial information, if any, is required in this section? Is this section optional (8.2 Bid Packet Format, #K Section Eleven: Financial Information, pp. 15 of Bidder Instructions)?

Answer – #K section of the Bid Packet format is not applicable to this RFP.

62.   **Question** – With respect to #L Section Twelve: Business References, are business references required, and what information does this entail? How many references are required, if any? Is this section optional (8.2 Bid Packet Format, #L Section Twelve: Business References, pp. 15 of Bidder Instructions)?

Answer – #L Twelve Section is not applicable to this RFP. Not a requirement if not a part of Application component or requirements.

63.   **Question** – With respect to #M Section Thirteen: Additional Company Information, is any additional company information required, and what information does this entail? Is this section optional (8.2 Bid Packet Format, #M Section Thirteen: Additional Company Information, pp. 15 of Bidder Instructions)?

Answer – No, Not a requirement if not a part of Application component or requirements. #M section of the Bid Packet format is not applicable to this RFP.

64.   **Question** – With respect to #N Section Fourteen: Third Party Vendor Information, is any third-party vendor information required, and what information does this entail? Is this section optional (8.2 Bid Packet Format, #N Section Fourteen: Third Party Vendor Information, pp. 15 of Bidder Instructions)?

Answer – If applicable then the vendor must provide the Third party information requested at #F. of the requirements. It may be software, services where a Third party is the software licensed vendor that the vendor uses. It could also be a vendor who has services preformed on behalf of the vendor.

65.   **Question** – Does the State's submission e-mail sdepurchasingbid@sde.ok.gov have any size limitations for receiving e-mails (Section 9 Submission of Bid, 9.2, pp. 15 of Bidder Instructions)?

Answer – File size limitations are for emailing is 35 MB.

66.   **Question –** May direct services be delivered onsite and/or virtually (Section 8.1 Preparation of Bid, #C.6, pp. 6 of Bidder Instructions)?

Answer – Yes

67.   **Question** – Please give some examples of "other costs" (pp. 1 of Exhibit B Budget Summary Template, Row #E).

Answer – Direct Cost. Other costs, represent any other costs associated with the proposal that would not fit in the other categories.

68.   **Question** – We provide professional development "packages" that are all-inclusive, and we do not charge separately by the hour, for travel/hotel expenses, etc. Therefore, should training/PD services be listed under budget item "E Other" or should they still be listed under "A Personnel" (pp. 1 of Exhibit B Budget Summary Template, Row #A, #E)?

Answer – Yes, but this should be explained in the budget narrative.

69.   **Question** – Should software services be listed under the budget category "D Supplies and Materials" (pp. 1 of Exhibit B Budget Summary Template, Row #D)?

Answer – Yes

70.   **Question** – Please give some examples of "indirect costs." How do indirect costs differ from "other costs (pp. 2 of Exhibit C Budget Narrative/Justification Template, Row "Total Indirect Cost")?

Answer – Costs that cannot be readily identified with the project, but are necessary for general operations like, rent, utilities, etc.

71.   **Question** - Looking at the Scope of Work on page 23 section 3- Will the DOE be putting together a list of approved vendors for districts to select from, or will the state be purchasing the PD themselves?

        Answer – The state will award contracts based on the competitive bid for services outlined in the competitive bids. This process will not lead to an approved list of vendors for school districts.

72.   **Question** – To confirm, from Amendment #2, we include the information from C.8 (1-3.2) and the subsequent explanation requirements C.10-C.18 in H. Section Eight: Response to Specifications and Requirements. Is this correct?

        Answer – Yes

73.   **Question** - We usually include the requirement/question and then our response narrative. Given the double spacing and font requirements of C.9, can we keep the requirement/question in its original format of Times New Roman, 11 font, single-spaced and then double-space and 12 font our response narrative or what sections do you want to be double-spaced and 12 font?

        Answer – No

74.   **Question** - Can we include an appendices for additional information and evidence?

        Answer – Yes

75. **Question** – 8.2 Bid Packet Format

     H. Section Eight Response to Specifications and Requirements:
     For this solicitiation, is a VPAT and an Information Technology Security Certification and Accreditation Assessment required?

     K: Section Eleven Financial Information:
     Is there required financial and associated information required for this solicitation?

     L. Section Twelve: Business References:
     Are business references required for this solicitation?

     Answer – H. If the vendor product or services require VPAT or Information Technology Security Certification and Accreditation Assessment then they should provide it or a link where the VPAT can be located. The Information Technology Security Certification and Accreditation Assessment would need to be provided in Proposal. K and L : No applicable to this RFP.

76. **Question -** Page 15 of RFP (Section 8.2.L – Section Twelve: Business References) Are Business References required? If so, how many? There is no explicit indication of whether Business References are required for this solicitation.

     Answer – Not applicable to this RFP. They are not part of the requirements.

77. **Question -** Exhibit B and Exhibit C (Budget Summary Template and Budget Narrative/Justification Template) – Where on the Budget Summary Template forms should we put pricing for the product itself and flat-rate pricing for professional development?
     a. If we charge a rate for our proposed product and a separate rate for professional development (which is inclusive of fees such as benefits, travel, supplies, etc.)– how should we approach the template? Can we mark categories as not applicable, or included, etc.?

     Answer – Yes. Please explain in the budget narrative.

78. **Question -** Attachment C – Agency Terms (Section 2. Award of Contract) – Please provide additional information regarding how the grants will be administered. Will OSDE preselect districts/schools for the grant or will you issue a state level contract that any school can access/utilize until all of the funds are exhausted?

     Answer – Proposals may include school districts identified who would receive services. If proposals do not include identified school districts, the OSDE will support awarded vendors with identifying school districts to provide services to.

79. **Question –** Page 10 of RFP (Section 8.1.C.17.1 and Section 8.1.C.17.2: "The supplier will submit quarterly reports to the OSDE.")
    a. Will OSDE require single, aggregate reports for all implementing districts and schools that are awarded under this RFP, or will reporting for each district/school be allowed?
    b. Will this reporting require provision of disaggregated student level data?
    c. What are the key metrics that will need to be reported? Can you provide an exemplar report for reference?
    d. Does OSDE have a secure method of transferring/receiving this data?

    Answer – The OSDE will work with vendors awarded contracts to determine the level of data to be collected and reported for quarterly reports. Data collections will vary and be unique to the awarded vendors.

80. **Question –** It there a Zoom link or number to use to ask a question today at 3:00pm?

    Answer – No, all questions should be submitted by email. Questions and responses are posted to the website.

81. **Question –** B.ii (p. 4) refers to the Wiki. Could you please explain what the Wiki is for and how we use it?

    Answer – Not applicable to this RFP. The communication site where the State can posted IT solicitation or other information. The Office of Management and Enterprise Services or its successor agency shall utilize a wiki venue to provide for the public two-way communication between procurement officers and potential suppliers who have questions regarding a RFP or invitation to bid. The Office shall provide editing access to all interested potential bidders and viewing access to all members of the public.

82. **Question –** C.1 (p. 6) talks about applicants applying for funds and two of the forms ask for "Total Requested Funds for Grant Period (FY-22)." Is this the total price/cost of what we are submitting?

    Answer – Yes.

83. **Question** – C.11.1.6 and C.11.1.7 (p. 8) ask for the number of students, teachers, etc. and for a list of schools the program intends to serve. We are unclear what you are asking. Are you asking whether there is a limit on how many individuals and schools the program can serve in Oklahoma?

Answer – Proposals should include the projected number of students and/or teachers to be impacted by the services outlined in the proposal with corresponding total costs. If the vendor has a list of school districts they wish to serve during the program, this information should be included, but is not required. If there is a limitation on the number of individuals or schools that will be served by the program, that information should be included in the proposal.

84. **Question** – How do we known whether the items mentioned in H.ii through H.v (p. 14) are required? How do we know if they are applicable to us or not?

Answer – If the vendor's product or services require anything in those section then provide it. If not, they are not applicable.

85. **Question** – For K. Section 11 (p. 15), how do we know if this is required in our case?

Answer – Not applicable to this RFP. If requested in the requirements, then that's where it would be placed.

86. **Question** – 9.2 (p. 15) says to submit the bid by email, but the Bidder Instruction Cover Page says to returns a sealed bid and provides both a physical address and the same email. Must be the Bid be submitted both hardcopy by mail and by email, or just by email?

Answer – Bidder do not have to do both ways. Bidder can submit either way they choose to submit their proposal. To the physical address or email referenced on front bidder instruction page for return of bid.

87. **Question** – Regarding the "Return Sealed Bid To" section of the Bidder Instructions Cover page - is an email submission sufficient for this RFP, or should we also plan to submit a hard copy to the address provided?

Answer – Either one is sufficient to submit bid.

88.	**Question** – Per Attachment A, item 1. Question on Timeframe for Grant: This is a one-year grant (Sept 2021 - August 2022) but is it acceptable to present a timeline that extends beyond that? I know it is possible to have two one-year extensions, but, if the two-year extension isn't awarded, can we still collect, analyze and report on data collected after August 2022? Will the grant pay the full costs in year 1, even though the project is going? Answer – The proposal will only be judged on the timeline for one year. If the contract is not extended, the terms of the contract, including data collection and analysis will end when contract terms end.

b. All other terms and conditions remain unchanged.

Supplier Company Name (**PRINT**)   Date

Authorized Representative Name (**PRINT**)   Title   Authorized Representative Signature