



Amendment of Solicitation

Date of Issuance: 8/22/2018

Solicitation No. 588000011

Requisition No. 588000112

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 or Personal or Common Carrier Delivery:

Office of Management and Enterprise Services
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Description of Amendment:

a. This is to incorporate the following:

On behalf of the State of Oklahoma, the Office of Management and Enterprise Services (OMES) gives notice of the following questions concerning this solicitation, received during the Wiki QA period, which closed on 8/21/2018. All questions and procurement/agency responses are detailed below:

Q1: p. 15, B.1.1. Contract Term, Renewal and Extension Option. What is the anticipated award date?

Response: Typically, awards are made within one month of the bid closing date. However, this could vary depending on factors such as exceptions taken or additional terms & conditions from the supplier.

Q2: p. 15, B.1.1. Contract Term, Renewal and Extension Option. a) What is the start date for the new contract? Also, b) what is the Commission's required start date for test administration, if different?

Response: a) The start date will be the date of award. b) 10/17/18

Q3: p. 20, D.4. Selection Criteria. Please provide the number of points or percentage weight assigned to each of the criteria, as well as the formula used to determine points awarded for each.

Response: We do not provide scoring information.

Q4: p. 20, D.1. Evaluation and Award. For the pricing part of the evaluation criteria, will a weighted average be used, or will the volume of each exam be a factor? For example, would more points be given for exams with higher volumes than for those with lower volumes?

Response: We do not provide scoring information.

Q5: p. 17, B.19. Retesting. In reference to “Applicants who fail one portion but successfully pass the other shall only be required to retake the failed portion”. Currently, every exam is only one portion. Does the Commission want to look into making the exams two portions (i.e. General and a State exam)?

Response: The exam is currently in two portions. However, if the applicant fails, they must take the entire test. The Commission is interested in allowing the applicant to take only the failed portion.

Q6: p. 18, C. Solicitation Specifications, and p. 24, E.13. Bid Deliverables These two sections ask for specific bid information to be presented in a particular order, but some of these instructions seem to overlap and conflict. Please clarify which section bidders should use in structuring their proposals, and if both should be used, how bidders should organize their responses in order to ensure maximum clarity and facilitate a thorough evaluation by the State.

Response: Section C lists the requirements of the solicitation. Section E.13 lists how they need to be structured.

Q7: p. 19, C.4.1. This requirement asks bidders to use “information and requirements in Section B” as the basis for their technical plan. Please confirm that specific responses are only required to Sections B.14-B.25.

Response: Yes, this is correct.

Q8: p. 24, E.13.4. Likewise, Section E.13.4 instructs bidders to respond to the “specifications/ requirements in this Solicitation.” Does this refer to Section C, Sections B.14-B.25, or both?

Response: Please respond to all requirements in Sections C & B.

Q9: What is the anticipated award date?

Response: Please see answer #1

Q10: Can OREC provide a breakdown of annual exam volume by exam, including first-time testers vs. re-takers?

Response: FY2018 (7/1/17 – 6/30/18):

Broker – 285 Total (199 First Time / 86 Repeat)

Broker Instructor – 4 Total (All First Time)

Broker State Only – 81 Total (62 First Time / 19 Repeat)

Salesperson – 3705 Total (1977 First Time / 1728 Repeat)

Salesperson Instructor – 3 Total (All First Time)

Salesperson State Only – 70 Total (49 First Time / 21 Repeat)

Q11: Does the state own the test content?

Response: State portion – Yes

National portion – No

b. All other terms and conditions remain unchanged.

Supplier Company Name (**PRINT**)

Date

Authorized Representative Name (**PRINT**) Title

Authorized Representative Signature