



Amendment of Solicitation

Date of Issuance: 4/29/2019

Solicitation No. 6280000005

Requisition No. 6280001182

Amendment No. 2

Hour and date specified for receipt of offers is changed: No Yes, to: 5/8/2019 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 or Personal or Common Carrier Delivery:

Office of Management and Enterprise Services
ATTN: Sheri Diehm
5005 N. Lincoln Blvd.
Oklahoma City, OK 73105

Sheri Diehm
Contracting Officer

405-365-1964
Phone Number

Sheri.diehm@omes.ok.gov
E-Mail Address

Description of Amendment:

a. This is to incorporate the following:

Question 1: When does the state anticipate posting Amendment 1 document? It is not included in the solicitation documents. Is this document posted elsewhere?

Answer: It is posted on the website now.

Please use this link for this solicitation.

<https://omes.ok.gov/services/purchasing/solicitations/6280000005>

Question 2: Do I need to fill this out to register in order to send invoices?

Answer: Please use this link for this solicitation.

<https://omes.ok.gov/services/purchasing/solicitations/6280000005>

This is a solicitation for Grant Management Application.

Question 3: What is the address to send the response?

ISSUED BY and RETURN TO:
U.S. Postal Delivery or Personal or Common Carrier Delivery:
Office of Management and Enterprise Services
ATTN: Sheri Diehm
5005 N. Lincoln Blvd.
Oklahoma City, OK 73105 Sheri Diehm
Contracting Officer
405-365-1964[#]
Phone Number
Sheri.diehm@omes.ok.gov

E-Mail Address

Answer: Send responses to the corrected address listed above by the date and time specified in Amendment #1.

Question 4:

Q-1 – Attachment 1 – Page 8, Question 14:

We need to quantify the number of Technicians accessing the system.

Please define these roles listed under Permission Levels:

- Contribute
- Limited Contribute
- Read
- Restricted Read
- Design

Reason for question:

Cherwell licenses by User agents. An agent does the actual work on a ticket and we call them Fulfillers.

Only Fulfillers require a license.

No license required – These are included for free:

- Approvers - no license required for unlimited
- Requesters - no license required for unlimited
- Portal Users - no license required for unlimited
- Report Viewers - no license required for unlimited
- Monitors displaying reports - no license required for unlimited
- Multi device license – only one license consumed for mobile, desktop and tablet logged in at same time

Answer:

Definition of terms used under Permission Levels, as associated with roles, are listed below. The definitions listed below are non-exhaustive. The term "Content" is defined as the Form Structure, Field Labels, Input Fields, Action Buttons/Links, Help, and Messages/Feedback components of the form. The term "Fields" is defined as Field Labels and Input Fields. The term "Input Fields" refers to text fields, password fields, check boxes, radio buttons, etc. entered by the user.

Full Control

View, add, edit, delete ALL User Profiles

View, add, edit, delete ALL applications

View, add, edit, delete all form Content and Fields; download/upload/delete documents

Assign application access to Users

Modify permissions, roles

Add application (for testing)

Design

View, add, edit ALL User Profiles

View, edit ALL applications

Assign application access to Users

Add application (for testing)

View, edit ALL form Content and Fields; download/upload/delete documents

Approve, contribute

View SELECT User Profiles associated with User's Organization, or as assigned

View, add, edit SELECT applications associated with User's Organization, or as assigned

View, add, edit, delete ALL Input Fields in form; upload/download/delete documents

View ALL form Content and Fields

Read, limited contribute

View SELECT User Profiles associated with User's Organization, or as assigned
View, add, edit SELECT applications associated with User, or as assigned
View, add, edit, delete SELECT Input Fields in form; upload/download documents
View SELECT form Content and Fields

Restricted read

View SELECT User Profiles associated with User's Organization, or as assigned
View, SELECT applications associated with User, or as assigned
View SELECT form Content and Fields
View SELECT Input Fields in form; download documents

Question 5: We are having issues accessing the VPAT form via the link provided. Can you either provide a pdf version or confirm the link that was made available?

Answer: The VPAT & Accessibility forms link is no longer available to get forms on the website. Forms are no longer provided for the bidder. The Supplier may use the appropriate form or provide a URL link for a website maintained by the Supplier or product manufacturer which provides VPAT's for all products offered through the Contract. The screen shot of the ok.gov website below shows other links that may be helpful. If you do not have a website explain this in your response. See more below the screen shot.



When you click on the link for VPAT information.
https://www.ok.gov/DCS/Central_Purchasing/VPAT_&_Accessibility.html
you will get a screen like this.

VPAT & ACCESSIBILITY

- VPAT & Accessibility Forms
- Manufacturer VPAT Information (.pdf, 1 p, 37 KB)

ACCESSIBILITY

- EITA Procurement Clause - October 2012

- Oklahoma Information Technology Accessibility Standards
- EITA Question and Answer Session (2009-09-23 - Rev:2009-10-16)

Please look at the 3rd link below the accessibility that is the information vendor needs to prepare a VPAT to provide with Bids.

Question 6: I was looking for a bit of clarity from your e-mail about the Grants Management RFP. When I click the link you provided it takes me a security screening which closed on 4/12. Am I doing something incorrectly?

Answer: Please use this link for this solicitation.

<https://omes.ok.gov/services/purchasing/solicitations/6280000005>

Question 7: As a SaaS solution we would like to request an amendment to the A. 45 Ownership Rights section of the RFP because we would not be developing a custom solution for the sole and exclusive usage of the State. Can this be provided? Or should we re-state ownership rights in the Vendor Questionnaire for consideration?

Answer: Re-state ownership rights in the Vendor Questionnaire for consideration.

Question 8: We're reviewing your requirements and have a few questions:

Why are you looking at solutions? Based on your needs, where is OK Grants falling short?

Answer: See previously answered question in Amendment 1.

Are all items outlined on Pg 16 C 4.6. must have features?

Answer: Yes. RFP revised accordingly.

Are all items outlined in C6.5.2 must have features?

Answer: Yes

Are all items outlined on Pg 17. C.6.5.4 must have features?

Answer: Yes

Can you expand your requirements for C.6.3.2. (pg 17)

Answer: This requirement specifically addresses the need to anonymize the identities of any of the Reviewer user roles (e.g. Primary Reviewer, External Reviewer, Panel Chair Reviewer, Committee Member) from any of the Client user roles (e.g. Principal Investigator (PI), Contract Official, Administrator, Financial Officer, Writer/Contributor, Viewer) as they relate to form metadata or other relevant System activity. For example, if a form is saved by a Reviewer, the name of the Reviewer associated with this form's metadata is only visible to OCAST user roles and not visible to Client user roles. Additionally, Clients will not be able to search for any profiles associated with Reviewers within the System. Our application review process strictly requires that the identities of all Reviewer user roles are protected from Client user roles.

Revisions to the RFP

RFP, Section C.4.6.

Original:

C.4.6. Users of the system can be organized into three types listed below. Each user type consists of user roles with specific permission levels and form access contingent on the status of various page forms (e.g. Profiles, Applications, Contracts, Contract Modification Request Forms, Request for Payment Forms, etc.) and are described in the use cases listed in the required attachment named "UseCaseAndTechRequirementsForm" which shall be downloaded as an Excel file (xls file type) as part of this RFP Solicitation Package.

[...]

Revised on 4/25/2019:

C.4.6. Users of the system shall be organized into three types listed below. Each user type consists of user roles with specific permission levels and form access contingent on the status of various page forms (e.g. Profiles, Applications, Contracts, Contract Modification Request Forms, Request for Payment Forms, etc.) and are described in the use cases

listed in the required attachment named "UseCaseAndTechRequirementsForm" which shall be downloaded as an Excel file (xls file type) as part of this RFP Solicitation Package.

[...]

b. All other terms and conditions remain unchanged.

Supplier Company Name (**PRINT**)

Date

Authorized Representative Name (**PRINT**) Title

Authorized Representative Signature