



Amendment of Solicitation

Date of 8/13/19
Issuance: _____

Solicitation No. 2650000370

Requisition No. 2650007591

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
ATTN: Darlene Saltzman
5005 N. Lincoln Blvd. Suite 200
Oklahoma City, OK 73105

Darlene Saltzman
Contracting Officer

(405) 694-7016
Phone Number

Darlene.saltzman@omes.ok.gov
E-Mail Address

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 8/7/19. All questions and procurement/agency responses are detailed below:

Q1: We understand that all questions are due on 8/7 and we plan to have them submitted on time. However, the final response is due on 8/19 and must be shipped. Given that time is needed to ship prior to the due date and there is a very tight turnaround time between when the answers are due and when the final submission is due, can an expected date be provided, prior to 8/7, as to when answers to vendor questions will be available?

Response: I encourage you to post your questions to the Wiki website as soon as possible. Answers are posted as soon as they are received so they will be posted prior to the question submission deadline if they are answered prior to the deadline.

Q2: C.2.5 The proposed system must be capable of importing, processing, and storing data.

Please provide details on the data for which the system must be able to import, process, and store beyond the data elements listed in C.2.2.

Response: The system must be capable of importing, processing, or aggregate raw/unprocessed data elements that would be required to fulfill the data elements listed in C.2.2. The data elements listed in C.2.2 may not be available in a finished format and may need to be processed, validated, and/or aggregated before populating the e-transcript.

Q3: C.2.8. The proposed system must allow for integration with the electronic application processes. Supplier must provide details on how this is handled.

Please provide more details on what is intended by “the electronic application process.” Is this referring to a specific, existing application system to which the proposed portal needs to be integrated? If yes, then please provide details on this system.

Response: The electronic application process would be the process of applying for post-secondary education opportunities such as College/University, Career Technology Education, or other educational opportunities. There is no existing application at this time.

Q4: C.2.9 The proposed system must have the flexibility to allow an organization to charge for transcripts.

Are we correct in assuming this requirement is for schools and/or districts to be able to charge the end consumer (student, parent, alumnus) for a transcript request? Or is there a different or broader definition for “organization” as used in this requirement? If yes, please explain.

Response: That is a correct interpretation. “Organization” will be the Licensees (schools, Universities/Colleges, Career Techs.)

Q5: C.3.16 A place within the system that will hold requests that need to be processed (i.e. transcripts and other requests).

The other requirements under the “Reporting Requirements” heading describe the information to be presented in the required report. Requirement 3.16 seems to describe a function of the system and not a required report. If this is intended to describe a report, please provide additional insight on what the purpose and scope of the report. If this requirement is mislabeled, please indicate where in the requirements it should be found.

Response: This would be a queue of the data that has not been processed in the case there is a server failure or communication failure. This queue would hold the requests until the failure had been resolved and then process the requests. The system would not just fail and disallow the request.

Q6: C.4.3. Licenses

Please provide current statistics on the total number of K-12 schools, junior/community colleges, and senior colleges/universities in the state who will (K-12 schools) or may (postsecondary schools) be served from this contract.

Response: There are 546 Districts, 29 Career Techs, and appears to be 66 Colleges/Universities. Post-secondary schools will be served from this contract. Please visit (<https://sde.ok.gov/documents/2014-02-13/state-student-public-enrollment-2013>)

Q7: C.4.4 The Supplier must propose a pricing structure for adding additional locations to the license agreement. Supplier must provide details on how this will be handled. Cost must be included as a separate line item in Section H. Please provide examples of types of additional locations that could be added to the license agreement under this contract.

Response: * *Additional Colleges/Universities, school districts, and career techs may be added. This is all that we are aware of at this time.

Q8: C.8.15 and C.8.16

These requirements appear to be duplicates. Please confirm that one of them can be deleted.

Response: C.8.15 and C.8.16 are indeed duplicative. C.8.16 can be disregarded.

Q9: C.10.2 Should allow admissions supporting documents to be received. Supplier must provide detail on the supported documents for receipt.

Are the admissions supporting documents to be received by postsecondary institutions or K-12 schools? Please clarify.

Response: The supporting documents are to be received by post-secondary institutions and K-12 schools.

Q10: General Questions

What is the desired launch date for the required system?

Response: SDE has a desired soft launch date of Academic year 2020-2021 and an implemented statewide launch date of Academic school year 2021-2022.

Q11: Please provide information on expected transcript order volumes:

What is the expected volume of electronic transcript orders per year?

What is the expected volume of paper transcripts per year?

Can you also provide monthly paper transcript volumes, or expected lowest month and highest month paper transcript volumes?

For the paper transcripts, please indicate mix of rush/non-rush orders.

For paper transcripts, please provide the expected service time from receipt to mailing for standard service (e.g., 14 days) and for rush service (e.g., 48 hours).

Response:

- The majority will be from licensee to licensee.
- Because this is a new system for Oklahoma we do not have data to answer this question.
- Because this is a new system for Oklahoma we do not have data to answer this question.
- Because this is a new system for Oklahoma we do not have data to answer this question.

The anticipated Standard Service would be 5-7 days. Rush Service would be 48 hours. The Organizations (schools, universities, colleges, career techs) would be responsible for processing the request and mailing, shipping, etc.

Q12: Can you please provide a list of the top-20 receiving institutions?

Response: Because this is a new system for Oklahoma we do not have data to answer this question

Q13: A.45. Ownership Rights and A.46 Source Code Escrow -- Can a vendor ask/request that both of these sections be stricken as our response does not include software development or any services that are work made for hire and assigned to the State, if a vendor is not developing anything proprietary for the State, but is providing access to its platform of proprietary tools in a SaaS model? Vendor cannot agree to put its code in a source code escrow.

Response: Any exceptions to terms & conditions stated in the RFP shall be submitted as such and included with bidder's response.

Q14: C.1. Statement of Purpose

C.1.1. Within the Statement of purpose there is a callout for the requirement of a system to support scan and index of alumni records. Can the State provide further clarification on this requirement and any anticipated workload for scanning and indexing? Additionally, does the state wish to cover the cost of scanning and index, or use this RFP process to set rates for individual schools/districts?

Response: *We are open to the vendor to provide options for the solution of scanning and indexing alumni records. This being a new system to Oklahoma, we do not know nor can anticipate the potential workload. The state would not pay for the usage of this system, it would be the burden of individual districts/schools.

Q15: C.2. Mandatory Technical Requirements

C.2.1. The Supplier must propose a statewide, centralized portal/desktop solution, which will allow individual students to request their transcripts.

Is a SaaS solution acceptable for students to place their order online through the web?

C.2.2. defines the required data elements, can the state confirm all schools and districts can provide this data as part of their transcript report?

C.2.4. indicates the need for school to school transfer of desired data elements. How is this data transfer handled today?

Response: C.2.1- SaaS solution is acceptable for students to place their order online through the web.

C.2.2- The schools and districts can provide this data.

C.2.4- Currently data is transferred via email attachments, fax, or mail. Each school has their own process at this time.

Q16: C.3. Mandatory Functional Requirements

C.3.8. Calls out the need for ordering for current and former students. Are there requirements for other third parties to place orders on behalf of students, i.e. institutions of Higher Education, background check organizations, etc?

Response: Currently, SDE's intention is for additional third parties to not have access to this site.

Q17: C.5. Project Work Plan/Implementation

C.5.6. And C.5.7. These items indicate where applicable, payment is tied to tangible deliverables. Can the state provide further clarification on this requirement as it relates to the desired pricing model?

Response: Monies will be paid to the vendor as deliverables are met.

Q18: E.3. Submission of Bid

E.3.3. Can you confirm submission requirements: six USB sticks with the copy version, or six PDFs on a single USB stick? Are any paper copies of the proposals required?

Response: We are asking for six separate USB flash drives. No paper copies are requested or required.

Q19: Section E Instructions to Bidder

E.12. P-Cards and E.13. Electronic Funds Transfer (EFT), require a check box that indicates a selection must be returned with the response, but E.14. Bid Deliverables does not indicate which section they should be included within the bidder response. Where shall these E.12 and E.13 be included?

Response: You may insert the single page notating the completed check boxes in section **E.14.1** Section One - Introduction

Q20: Reference Document OMES-CP-FORM-100.docx

May vendors providing hosted solutions provide exceptions to the terms of this document with the bid response in place a signed copy OMES-CP-FORM-100.docx?

Response: You may submit exceptions related to the form with your bid but the form should be filled out for review.

Q21: Attachment A Cost Sheet

Can bidder provide additional optional pricing in table 5 or elsewhere on the cost sheet? We may wish to offer additional optional licenses for Receive services, but at a license fee for access to the SaaS application (not hourly rate).

Response: The bidder may provide additional optional pricing. Please state that it is additional optional pricing and include at the bottom of the price sheet as an additional page to Attachment A.

Q22: Our RFP response submission will constitute the contract, along with the solicitation document. Can Vendor propose its set of Terms & Conditions in the response? Can Vendors provide a set of Terms & Conditions applying to SaaS based solutions?

Response: Yes, please provide additional terms as a separate document for review.

Q23: Can a breakdown of the number of individual schools and enrollment of schools be provided?

Response: There are 546 school districts. There are approximately 700,000 students PK-12 for academic year 2020-2021. Please see the link for a list of schools.

<https://sde.ok.gov/documents/2014-02-13/state-student-public-enrollment-2013>. There are 29 Career Techs and 66 colleges. Only one (1) license per district will be given. Only one (1) license per Career Tech and College/University will be given.

Q24: Can the State provide an anticipated timeline for review, selection, contracting, and desired go live date?

Response: No, information not available at this time

Q25: Is there a current transcript solution in place at the state? If so, what is the current cost?

Response: Currently there is not a transcript solution in place.

Q26: Is there a budget determined?

Response: Budget information will not be released

Q27: Will the state pay vendor directly for any and all school districts so there is no cost to OK schools to send transcripts for current students?

Response: Yes. The state (OSDE) will pay the vendor directly. OK schools will not have a cost.

Q28: Will individual schools/districts be responsible for the cost associated with any alumni transcript requests, scan & index services, and third party document requests above and beyond current student transcripts?

Response: The schools/districts will not be responsible for any cost.

Q29: Does the state have an SIS and/or data warehouse for all OK district transcript data, or is it the intention of the state to have individual districts' SIS be able to connect with vendor?

Response: We have 7 actively used SIS by districts. It would be a blended, both a data warehouse provided by the state as well as connection needed to individual districts for certain elements.

Q30: Please provide a comprehensive list of SIS for all schools, districts and/or state.

Response: Infinite Campus, Power School, Wengage, School Insight, Chalkable, Tyler Technologies and Mizuni.

Q31: Please provide detailed description of “data conversion activities.”

Response: Each SIS deploys an agent to convert their local data to School Interoperability Framework (SIF) specifications 2.0R1. That data is then transmitted and stored in OSDE’s infrastructure in that same data standard.

b. All other terms and conditions remain unchanged.

Supplier Company Name (**PRINT**)

Date

Authorized Representative Name (**PRINT**) Title

Authorized Representative Signature