



**State of Oklahoma
OKLAHOMA HEALTH CARE
AUTHORITY**

Amendment of Solicitation

Date of Issuance: November 14, 2018

Solicitation No. 8070001083

Requisition No. 8070001083

Amendment No. 1

Hour and date specified for receipt of offers is changed: No Yes, to: _____ CST

Pursuant to OAC 580:16-7-30(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:

Oklahoma Health Care Authority
4345 North Lincoln Boulevard

Sheila Killingsworth
Contracting Officer

(405) - 522 - 7846

Oklahoma City, OK 73105 -
or

Phone Number

Personal or Common Carrier Delivery:

Oklahoma Health Care Authority
4345 North Lincoln Boulevard

sheila.killingsworth@okhca.org

E-Mail Address

Oklahoma City, OK 73105 -

Description of Amendment:

a. This is to incorporate the following:

Focus on Excellence-Nursing Facility Survey Request for Proposal (RFP) Questions and Answers are attached with a total of three pages. Please include this signed document with all three pages in the proposal response.

b. All other terms and conditions remain unchanged.

Supplier Company Name (**PRINT**) Date

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

RFP Services: Focus on Excellence Nursing Facility Surveys
RFP Number: 8070001083
Attachment Number: Seven (7)

RFP Questions and Answers

| Question # | RFP Section(s): | Entity Question | OHCA Answer |
|------------|--|---|--|
| 1 | Section C.6. Proposal Response Requirements | Section C.6. <i>Proposal Response Requirements</i> refers to Attachment 5 as <i>Milestone Schedule</i> , and Attachment 6 as <i>Potential Optional Services</i> . When looking at the actual attachments, Attachment 5 is titled <i>Potential Optional Services</i> , and Attachment 6 is titled <i>Price Proposal</i> . Can the OHCA please review this discrepancy on the titles of the forms and provide clarification? Also, if the Attachments are re-named or changed in a subsequent addendum, please provide the page limits for each attachment. | Section C.6. Proposal Response Requirements, Page 7 originally listed Attachment 5 as Milestone Schedule. Attachment 5 is Potential Optional Services limited to two (2) pages. |
| 2 | Attachment 3 - <i>References</i> | Should Attachment 3 be included in its entirety, or is it acceptable to submit our Reference List in a separate Word or PDF format (using the required reference chart in Section 2b)? | Submit Reference Listing in a Word or PDF format using the required reference chart in Attachment 3, Section 2b. |
| 3 | Attachment 3 - <i>References</i> | In the required reference chart in Section 2b, what is to be included in the "Code?" Are we supposed to assign a unique number to the reference (eg. Reference 1, Reference 2, Reference 3, etc.) or are you looking for a state contract number? | The Codes used in Attachment 3, Section 2b are a numbering system for internal OHCA use. |
| 4 | Attachment 3 - <i>References</i> | On page 3 of Attachment 3, there is a table titled <i>Reference Listing</i> . Can the OHCA provide instructions as to what we need to do (if anything) with this table? It appears to ask for the same information (in a different format) as the required reference chart in Section 2b. | Attachment 3, Page 3 is a table to be filled out with information noted in Answer #2 and Answer #3. |
| 5 | Section C.6. <i>Proposal Response Requirements</i> , Attachment 7 - <i>RFP Questions</i> ; and Attachment 2 - <i>Checklist and Corporate Stability</i> . | Page 8, Section C.6., <i>Proposal Response Requirements</i> , says that Attachment 7 - <i>RFP Questions</i> is only to be submitted at the time of questions and answers; however, Attachment 2 - <i>Checklist and Corporate Stability</i> lists Attachment 7 as one of the items that needs to be submitted in our complete proposal response. Can you please clarify whether or not Attachment 7 - <i>RFP Questions</i> needs to be included in our complete proposal response or only submitted at the time of questions and answers? | Submit signed Amendment One which includes Questions and Answers with proposal response. |
| 6 | Attachment 2 - <i>Checklist and Corporate Stability</i> ; and Terms and Conditions Section B.15 - <i>Required Insurance Coverage</i> . | Attachment 2 - <i>Checklist and Corporate Stability</i> asks that the bidder provide a certificate of liability insurance showing proof of compliance with Section C.12 of the OHCA Terms and Conditions Document. We are unable to find Section C.12 of the Terms and Conditions document, as it ends with Section B.26. Section B.15 - <i>Required Insurance Coverage</i> of the Terms and Conditions document appears to give the specifics regarding insurance coverage. Can you please confirm that Section B.15 of the Terms and Conditions document is the correct section for us to refer to regarding all insurance requirements? Furthermore, Attachment 2- <i>Checklist and Corporate Stability</i> asks that we provide our certificate of liability insurance coverage prior to award; however, Section B.15 - <i>Required Insurance Coverage</i> of the Terms and Conditions document says that the Contractor shall provide the listed insurance coverage within five business days of execution of the Contract. Can you please clarify whether or not we should include a certificate of liability insurance as part of our proposal response, or within five business days of execution of the contract? | Section B, B.15 Required Insurance Coverage is confirmed as the directive for the awarded Contractor to provide listed insurance within five (5) business days of Contract execution, if insurance coverage is required according to the Contract. |

| Question # | RFP Section(s): | Entity Question | OHCA Answer |
|------------|--|--|--|
| 7 | Section C. <i>Instructions to Bidders: Proposal Response Requirements</i> (Section C.6) | Please clarify whether we should submit each section of our response (Sections 1-4) as separate documents/files, or if we should create one complete technical proposal document (that includes all sections 1-3) and a separate document for section 4 (price proposal in excel)? | Section C. Submit Sections 1 - 4 as separate documents. |
| 8 | Attachment 4: <i>Technical Narrative Questions</i> , #11(c) <i>Key Staff</i> | The RFP asks us to list the names of our Critical Team Entity/Individuals and includes a table template. If we are proposing more staff than the table allows, is it acceptable for us to add rows to the table? | Attachment 4: Technical Narrative Questions. Yes, more rows can be added to the table beyond what the table currently lists. |
| 9 | Attachment 4: <i>Technical Narrative Questions</i> , #11(c) <i>Key Staff</i> | Is it acceptable to insert a staffing organizational chart here to show the structure of our proposed team for this engagement? | Attachment 4: Technical Narrative Questions. Yes, a staffing organizational chart is acceptable. |
| 10 | Section C.6 <i>Proposal Response Requirements</i> , Section 2 - <i>References and Resumes</i> (iii). | If we are proposing additional Key Personnel other than just the Project Director role (as defined in Section A, Table 2), should we include resumes for those individuals as well? | Yes. Do include resumes for additional staffing. |