



**State of Oklahoma
OKLAHOMA HEALTH CARE
AUTHORITY**

Amendment of Solicitation

Date of Issuance: September 8, 2016
Requisition No. 8070000926

Solicitation No. 8070000926
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:

Sheila Killingsworth
Contracting Officer

emailed bid only
, OK -

(405) - 522 - 7846
Phone Number

or

Personal or Common Carrier Delivery:

Sheila.Killingsworth@okhca.org
E-Mail Address

,OK -

Description of Amendment:

a. This is to incorporate the following:

Incorporate the Bidder's Questions and Answers to the questions. The following documents have been added or updated on the website:

- 1. Sickle Cell Disease Request for Proposal updated
- 2. RFP Library
 - Sickle Cell Disease Draft Contract updated
 - Sickle Cell Disease RFP Forms Package updated
- 3. Sickle Cell Disease RFP Amendment One added

b. All other terms and conditions remain unchanged.

Supplier Company Name (**PRINT**) _____ Date _____

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

RFP Questions

| Question # | RFP Section(s): | Entity Question | OHCA Answer |
|------------|---|---|---|
| 1 | Draft Contract, Table of Contents | In Section A, the subsections A.3 and A.4 each appear twice with different headings for each. Each of the subsections also are in the contract document. Please advise how to address these duplicate numbers. | The Draft Contract has been updated and uploaded to the website as "The Sickle Cell Disease Draft Contract". |
| 2 | RFP Package, Page 7 | Is there a preferred font to be used? | Use a font size no smaller than 12 point. Times New Roman is preferred. |
| 3 | A.3.6. | Where are resumes to be included? Do they count toward the page limit? How do we de-identify the resume? Project Director Resume, etc? | Submit resumes as a part of Form 5. Resumes do not count toward the page limitation of 50 pages. Resumes do not need to be de-identified and are not included in open records. De-identification regards identifying a specific person's name in the Draft Contract only. |
| 4 | Form-4 | Are Milestone Fees a requirement? | Yes. Monthly Operational Fees and Milestone Fees are to be included. |
| 5 | Form-4 | Do you require a combined Form-4 with all four years or just a separate Form-4 for each year? | Both. Submit Form 4 with an outline of all four (4) years and a Form 4 with recommendation planning for each of four years, with the understanding that changes may occur. |
| 6 | Form-6 | Form-6 is missing. Will you provide this form? | Form-6 has been uploaded to the website and is within the file named, "Sickle Cell Disease RFP Forms Package". |
| 7 | Form-7 | Form-7 is missing. Will you provide this form? | Form-7 has been uploaded to the website and is within the file named, "Sickle Cell Disease RFP Forms Package". |
| 8 | RFP Section I: General Information.E.Scope of Work.I.Budget | It states in the RFP that the budget is not to exceed \$100,000. If expenses come up throughout the project (printing materials, ad buys, copies, etc.), would the expenses come from the \$100,000 budget or is there a separate expense budget? | The Not-to-exceed budget for all expenses is \$100,000 per year. A separate expense budget is not considered. |

| Question # | RFP Section(s): | Entity Question | OHCA Answer |
|------------|---|--|---|
| 9 | Form-3 | I saw the Form 3 – Draft Contract Documents in the RFP Forms Package, but I also saw the pdf Sickle Cell Disease Draft Contract Document in the RFP Library. Do we fill out both Form 3 (one-page document) and copy/paste and add details to the pdf Draft Contract Document (up to 50 pages) and include both documents in the final package to the Contract Coordinator? | Yes. Both. |
| 10 | RFP Section II: Proposal Format and Requirements. D. Bid Submission Instructions | Proposal Format and Requirements of the RFP Package, which outlines the bid submission instructions. Is our proposal (the Bidder’s Proposal) that outlines our overview, detailed approach, performance standards, etc. included in the 50-page limit Draft Contract Document, or is it a separate document? Where does our proposal fit into the Bid Submission, which has a 56-page limit? | Yes. The bidder will include high-level overview of bidder's proposal, to be included within the 50 Page limit, Form 3. Form 3 also includes the Draft Contract Document. |
| 11 | RFP Section I.E.1. | With regard to the bid requirement #1 to “Meet initiative objectives ... for those identified with Sickle Cell-Thalassemia Disease and Traits,” could the use of the word “objectives” perhaps more generally understood to be addressing the “goal”? | Yes. |
| 12 | RFP Section I.A. and Section I.E.1. | NOTE: “Section A. Introduction” of the RFP references “The Sickle Cell Program shall assist the OHCA to achieve the following GOALS: [EMPHASIS ADDED].” If in fact there are specific “objectives” which are to be addressed by the bidder, can these please be detailed as part of an Amended RFP? | Section A. Introduction addresses over-arching goals. Section I.E.1 addresses objectives which should be rebuilt in meeting the goals in Section A. Introduction. |
| 13 | RFP Section I. E.5. | With regard to the bid requirement #5 to “create free-standing website that is a full resource and interactive source for Sickle Cell Disease individuals, and carriers, and their families,” could you please clarify as to what are the expectations/requirements of the term “interactive”? | An interactive website will have accessible information with capability of inquiry submissions and fully developed responses to inquiries. |

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| 14 | RFP Section I. E.6. | Regarding the scope of work outlined in bid requirement #6, can the selection of which social media channels be determined, based upon what is judged to be the best fit for the target population families affected by Sickle Cell Disease? | Yes. |
| 15 | RFP Section I. E.6. | Do we have the option of supporting the use of some social media, but not all listed? To be more specific, is the use of Twitter and Snapchat optional? | Yes. Based on research and assessment of the bidder will submit examples of social media for the supportive markets. |
| 16 | RFP Section I. E.6. | Can a Youtube channel be maintained? | A YouTube channel can be maintained by the awarded Vendor, but all videos may be subject to prior approval by the OHCA. |
| 17 | RFP Section I. E.6. | Would it responsive to the OHCA bid to support the use of Facebook, Instagram and Youtube and NOT support the use of Twitter and Snapchat? | The social media outlets are to be bidder developed. |
| 18 | RFP Section I. E.10. | Please clarify the meaning of bid requirement #10 (b) that the multi-year plan should include “Detail of annual submission to concur with renewals.” Is this a requirement to identify key deliverables for each year of the four-year project period? | Recommendation planning is to be submitted for each of four years, with understanding that changes may occur. |
| 19 | RFP Section I. E.10. | Is meaning of the 10 (c) “Completion of plans annually” statement intended to mean that the contractor (bidder) needs to provide an assurance to complete a year-specific work plan that describes key deliverables due by the end of each of the four project years? | Recommendation planning is to be submitted for each of four years, with understanding that changes may occur. |
| 20 | RFP FORM-4 | Are we correct that is detailed staffing or itemized budget is not required, and that completion of Form 4 will fully meet all budget/cost proposal requirements? As referenced in “ii” and “iii” and “v” below, additional information is requested to clarify how to satisfactorily and responsively complete Form 4. | Form-4 only outlines generalized fees as an example. The bidder is to propose prices with a breakdown of the plan as the bidder would budget proposed costs in reference to Sickle Cell Disease Request for Proposal Section I.E.11 (Page 4) and Sickle Cell Disease Draft Contract Section A.1.11 (Page 2). |

| Question # | RFP Section(s): | Entity Question | OHCA Answer |
|------------|--|---|--|
| 21 | RFP FORM-4 | Are the “Monthly Operational Fees” to be used to define the upper limit that can be paid for specific activities and/or payments to be made to vendors to accomplish same? OR are the monthly rates to be used for actual monthly billings? | Form 4 is a price proposal which outlines customary fees. The bidder will submit a price proposal based on monthly activities indicated in the Monthly Operational Fees on FORM-4, Section 1. Price Proposal. The Monthly Operational Fees are everything needed to cover operations, broken down into a monthly invoice. |
| 22 | RFP FORM-4 | Are the “Milestone Fees” to be tied to Annual Work plan? Will the contractor be paid based upon attainment of specific work plan elements (milestones)? | Yes. The Milestone Fees on FORM-4 1. Price Proposal Tasks are tied to FORM-4, Section 2, Campaign Proposal Milestone schedule. |
| 23 | RFP FORM-4 | Will there be a bid renewal requirement for each of the Y2-4 renewal years? If so, will this bid renewal require submission of an updated annual work plan and Form 4? | Yes. See RFP Section I.E.10 (Page 4). Bid renewals will require updated work plans based on stakeholder feedback and milestone progression. |
| 24 | RFP Section I.E.11.; Draft Contract Section A.1.11; FORM-4 Price Proposal and Milestone Schedule | How will the payment structure be established? Will the bidder be reimbursed monthly? Will it be allowable for the successful bidder to submit a standardized billing equal to 1/8 of the bid for Year 1 (based upon an 8-month contract period), and equal to 1/12 of the bid for Years 2-3? See example calculation as detailed below. What type of record-keeping will be required if a “reimbursement” type payment structure will be employed? Administration: 20% of \$100,000 = \$20,000 or \$1,666.66/month Total Monthly Operational Fees \$80,000/12 = \$ 6,666.66 Combined Monthly total \$8,333.32 (\$1,666.66 + \$6,666.66) x 12= \$100,000 | RFP, Draft Contract, and Form 4 on the website at http://okhca.org/about.aspx?id=19534 , have been updated to reflect the language update. The OHCA shall reimburse Contractor up to \$100,000.00 per State Fiscal Year for the initiative to include 30% Maximum Operational Fees broken out into monthly amounts. The bidder shall breakdown the operational fees. 70% minimum budget shall be reflected in the Milestone Fees. The bidder shall submit a plan defining the Milestones and associated Fees. |

| Question # | General Questions: | Entity Question | OHCA Answer |
|------------|---|---|--|
| 25 | RFP Section I: General Information.E.Scope of Work.14. | Please clarify the intent and meaning of bid requirement #14. Can this requirement be understood as an “amplification” or “request for additional information” that could be incorporated into the “multi-year operational plan” that is described in bid requirement #10?, as well as the “Outreach Plan” described in bid requirement #12 and the “training of providers” described in bid requirement #13. | RFP Section I.E.14 (Page 4) has been moved to better describe the Contractor multi-year operational plan. RFP Section I.E.10.d. (Page 4) now reflects, "Detail the plan regarding Provider, Member, and Stakeholder initiatives." |
| 26 | RFP Section III: Draft Contract and Award.A.1.a-b. | “A.1.a” states that the response must include an overview of the proposed solution and “A.1.b” states that the response must include a detailed approach and strategy for achieving the scope of work. Are you asking for a plan in our response before we have an opportunity to meet with you and have discussions about your goals? | Yes. The bidder must include a plan based on goals. Once awarded, the OHCA staff will meet with the awarded Contractor. |
| 27 | RFP Section I: General Information.E.Scope of Work.9.c.(1). | Under “E Scope of Work” Item “9.c.(1)” The RFP states that the bidder is to use a pre-established stakeholder group as advisory committee for feedback and suggestions regarding online resources and engagement. Is this group already established? If yes, who does the group include? | The stakeholder group advisory committee pertaining to this RFP is established by the awarded Contractor and can be disclosed after award. The pre-established stakeholder group advisory committee can be shared upon this RFP award. |

| Question # | General Questions: | Entity Question | OHCA Answer |
|------------|--------------------|---|--|
| 1 | General | What criteria will be used for selecting the contractor? | (2) Provide a sign-in sheet, summary and minutes from meeting to OHCA detailing committee's recommendations |
| 2 | General | Will applicants be asked to make verbal presentations to the selection group? | Verbal presentations are at the discretion of the OHCA, and have not been made mandatory within the RFP. |
| 3 | General | When the RFP answers are available on the website on Sept. 8, will they be located under About Us > Procurement > Open RFPs/ITBs? | Yes. |
| 4 | General | After Sept. 1, will we not be allowed to send any additional questions to you regarding the RFP or the format of sending the RFP to the Contract Coordinator? | No. Questions regarding the RFP and submission ended September 1, 2016, 5:00 p.m. Central. |
| 5 | General | Is this a new initiative? If no, is there an incumbent agency? | Yes, this is a new RFP initiative. This RFP is based on prior Sickle Cell Disease research plan recommendations. |

Sickle Cell Disease Request for Proposal

Section I.E.11 (Page 4)

10. Contractor will create a multi-year operational plan to include the following:
 - a. Four year time period progression
 - b. Detail of annual submission to concur with renewals
 - c. Completion of plans annually
 - d. Detail the plan regarding Provider, Member, and Stakeholder initiatives
11. Contractor will create a Cost Sheet to define fees including hourly (optional), monthly, and milestone fees. Bidder's Price Proposal and Milestone Schedule (Form-4) to include the following:
 - a. Monthly Operational Fees at a maximum of 30% budget
 - (1) Provider outreach
 - (2) General public outreach
 - (3) Mass media
 - (4) Systems within the State of Oklahoma
 - b. Milestone Fees at a minimum of 70% budget

Sickle Cell Disease Request for Proposal

Section I.I.3 (Page 5)

1. The OHCA shall reimburse Contractor up to \$100,000.00 per State Fiscal Year for the initiative to include the following: a Monthly Operational Fee rate for work performed pertaining to provider outreach, general public outreach, mass media, and systems outreach within the State of Oklahoma upon OHCA acceptance and approval of the monthly, quarterly, and annual deliverables as defined on the Contractor's Price Proposal, as well as Milestone Fees.

Sickle Cell Disease Draft Contract

Section A.1.11 (Page 3)

10. Contractor will create a multi-year operational plan to include the following:
 - a. Four year time period progression
 - b. Detail of annual submission to concur with renewals
 - c. Completion of plans annually
 - d. Detail the plan regarding Provider, Member, and Stakeholder initiatives
11. Contractor will create a Cost Sheet to define fees including hourly (optional), monthly, and milestone fees. Bidder's Price Proposal and Milestone Schedule (Form-4) to include the following:
 - a. Monthly Operational Fees at a maximum of 30% budget
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