



State of Oklahoma
Oklahoma Department
Of Wildlife Conservation

Solicitation Cover Page

1. Solicitation #: 398C

2. Solicitation Issue Date: 06/27/19

3. Brief Description of Requirement:

Oklahoma Department of Wildlife Conservation (ODWC) is seeking an experienced Firm (may be referred to as "Firm" or Consultant" or "Individual" or Supplier"), to provide Federal Legislative Consulting Services to promote the ODWC's interests before the United States Congress and the Executive Branch in Washington, D.C.

See additional specifications

4. Response Due Date¹: 07/12/2019

Time: 3:00 PM CST/CDT

5. Issued By and **RETURN SEALED BID TO²:**

U.S. Postal Delivery Address: P.O. Box 53465

Oklahoma City, OK 73152

Common Carrier Delivery Address: 1801 N Lincoln Blvd.

Oklahoma City, OK 73105

Electronic Submission Address: cheryl.luetkemeyer@odwc.ok.gov

6. Solicitation Type (type "X" at one below):

- ☐ Invitation to Bid
☒ Request for Proposal
☐ Request for Quote

7. Contracting Officer:

Name: Cheryl Luetkemeyer

Phone: 405-521-2097

Email: cheryl.luetkemeyer@odwc.ok.gov Fax: 405-521-6898

¹ Amendments to solicitation may change the Response Due Date (read GENERAL PROVISIONS, section 3, "Solicitation Amendments").

² If "U.S. Postal Delivery" differs from "Carrier Delivery", use "Carrier Delivery" for courier or personal deliveries.



Responding Bidder Information

*"Certification for Competitive Bid and Contract" **MUST** be submitted along with the response to the Solicitation.*

1. **RE: Solicitation #** #398C

2. **Bidder General Information:**

FEI / SSN : _____ Supplier ID: _____

Company Name: _____

3. **Bidder Contact Information:**

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____

Contact Title: _____

Phone #: _____ Fax #: _____

Email: _____ Website: _____

4. **Oklahoma Sales Tax Permit³:**

☐ YES – Permit #: _____

☐ NO – Exempt pursuant to Oklahoma Laws or Rules – Attach an explanation of exemption

5. **Registration with the Oklahoma Secretary of State:**

☐ YES - Filing Number: _____

☐ NO - Prior to the contract award, the successful bidder will be required to register with the Secretary of State or must attach a signed statement that provides specific details supporting the exemption the supplier is claiming (www.sos.ok.gov or 405-521-3911).

6. **Workers' Compensation Insurance Coverage:**

Bidder is required to provide with the bid a certificate of insurance showing proof of compliance with the Oklahoma Workers' Compensation Act.

☐ YES – Include with the bid a certificate of insurance.

☐ NO – Exempt from the Workers' Compensation Act pursuant to 85A O.S. § 2(18)(b)(1-11) – Attach a written, signed, and dated statement on letterhead stating the reason for the exempt status.⁴

³ For frequently asked questions concerning Oklahoma Sales Tax Permit, see <https://www.ok.gov/tax/Businesses/index.html>

⁴ For frequently asked questions concerning workers' compensation insurance, see <https://www.ok.gov/wcc/Insurance/index.html>

7. Disabled Veteran Business Enterprise Act

- ☐ YES – I am a service-disabled veteran business as defined in 74 O.S. §85.44E. Include with the bid response 1) certification of service-disabled veteran status as verified by the appropriate federal agency, and 2) verification of not less than 51% ownership by one or more service-disabled veterans, and 3) verification of the control of the management and daily business operations by one or more service-disabled veterans.
- ☐ NO – Do not meet the criteria as a service-disabled veteran business.

_____	_____
Authorized Signature	Date
_____	_____
Printed Name	Title



**Certification for Competitive
Bid and/or Contract
(Non-Collusion Certification)**

NOTE: A certification shall be included with any competitive bid and/or contract exceeding \$5,000.00 submitted to the State for goods or services.

Agency Name: Oklahoma Department of Wildlife Conservation Agency Number: 320

Solicitation or Purchase Order #: #398C

Supplier Legal Name: _____

SECTION I [74 O.S. § 85.22]:

A. For purposes of competitive bid,

1. I am the duly authorized agent of the above named bidder submitting the competitive bid herewith, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to said bid;
2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and
3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party:
 - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
 - b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract, nor
 - d. to any collusion with any state agency or political subdivision official or employee as to create a sole-source acquisition in contradiction to Section 85.45j.1. of this title.

B. I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this contract herein.

SECTION II [74 O.S. § 85.42]:

For the purpose of a contract for services, the supplier also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the supplier to fulfill any of the services provided for under said contract.

The undersigned, duly authorized agent for the above named supplier, by signing below acknowledges this certification statement is executed for the purposes of:

☐ the competitive bid attached herewith and contract, if awarded to said supplier;

OR

☐ the contract attached herewith, which was not competitively bid and awarded by the agency pursuant to applicable Oklahoma statutes.

Supplier Authorized Signature

Certified This Date

Printed Name

Title

Phone Number

Email

Fax Number

A. GENERAL PROVISIONS

A.1. Definitions

As used herein, the following terms shall have the following meaning unless the context clearly indicates otherwise:

- A.1.1. "Acquisition" means items, products, materials, supplies, services, and equipment an entity acquires by purchase, lease purchase, lease with option to purchase, or rental;
- A.1.2. "Addendum" means a written restatement of or modification to a Contract Document executed by the Supplier and State.
- A.1.3. "Bid" means an offer in the form of a bid, proposal, or quote a bidder submits in response to a solicitation;
- A.1.4. "Bidder" means an individual or business entity that submits a bid in response to a solicitation;
- A.1.5. "Solicitation" means a request or invitation by the State Purchasing Director or a state agency for a supplier to submit a priced offer to sell acquisitions to the state. A solicitation may be an invitation to bid, request for proposal, or a request for quotation; and
- A.1.6. "Supplier" or "vendor" means an individual or business entity that sells or desires to sell acquisitions to state agencies.

A.2. Bid Submission

- A.2.1. Submitted bids shall be in strict conformity with the instructions to bidders and shall be submitted with a completed Responding Bidder Information, OMES-FORM-CP-076, and any other forms required by the solicitation.
- A.2.2. Bids shall be submitted to the procuring agency in a single envelope, package, or container and shall be sealed, unless otherwise detailed in the solicitation. The name and address of the bidder shall be inserted in the upper left corner of the single envelope, package, or container. SOLICITATION NUMBER AND SOLICITATION RESPONSE DUE DATE AND TIME MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.
- A.2.3. The required certification statement, "Certification for Competitive Bid and/or Contract (Non-Collusion Certification)", OMES-FORM-CP-004, must be made out in the name of the bidder and must be properly executed by an authorized person, with full knowledge and acceptance of all its provisions.
- A.2.4. All bids shall be legible and completed in ink or with electronic printer or other similar office equipment. Any corrections to bids shall be identified and initialed in ink by the bidder. Penciled bids and penciled corrections shall NOT be accepted and will be rejected as non-responsive. In addition to a hard copy submittal, the bidder will also be required to submit an electronic copy. Electronic responses must be submitted in the identical format contained in the solicitation (for example Microsoft Word, Microsoft Excel, but not Adobe PDF). In the event the hard copy of the price worksheets and electronic copy of the price worksheets do not agree, the electronic copy will prevail.
- A.2.5. All bids submitted shall be subject to the Oklahoma Central Purchasing Act, Central Purchasing Rules, and other statutory regulations as applicable, these General Provisions, any Special Provisions, solicitation specifications, required certification statement, and all other terms and conditions listed or attached herein—all of which are made part of this solicitation.

A.3. Solicitation Amendments

- A.3.1. If an "Amendment of Solicitation", OMES-FORM-CP-011, is issued, the bidder shall acknowledge receipt of any/all amendment(s) to solicitations by signing and returning the solicitation amendment(s). Amendment acknowledgement(s) may be submitted with the bid or may be forwarded separately. If forwarded separately, amendment acknowledgement(s) must contain the solicitation number and response due date and time on the front of the envelope. The procuring agency must receive the amendment acknowledgement(s) by the response due date and time specified for receipt of bids for the bid to be deemed responsive. Failure to acknowledge solicitation amendments may be grounds for rejection.
- A.3.2. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the solicitation. All amendments to the solicitation shall be made in writing by the procuring agency.

- A.3.3. It is the bidder's responsibility to check frequently for any possible amendments that may be issued. The procuring agency is not responsible for a bidder's failure to download any amendment documents required to complete a solicitation.

A.4. Bid Change

If the bidder needs to change a bid prior to the solicitation response due date, a new bid shall be submitted to the procuring agency with the following statement "This bid supersedes the bid previously submitted" in a single envelope, package, or container and shall be sealed, unless otherwise detailed in the solicitation. The name and address of the bidder shall be inserted in the upper left corner of the single envelope, package, or container. SOLICITATION NUMBER AND SOLICITATION RESPONSE DUE DATE AND TIME MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.

A.5. Certification Regarding Debarment, Suspension, and Other Responsibility Matters

By submitting a response to this solicitation:

- A.5.1. The prospective primary participant and any subcontractor certifies to the best of their knowledge and belief, that they and their principals or participants:
- A.5.1.1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal, State or local department or agency;
 - A.5.1.2. Have not within a three-year period preceding this proposal been convicted of or pled guilty or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) contract; or for violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - A.5.1.3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph A.5.1.2. of this certification; and
 - A.5.1.4. Have not within a three-year period preceding this application/proposal had one or more public (Federal, State, or local) contracts terminated for cause or default.
- A.5.2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to its solicitation response.

A.6. Bid Opening

Sealed bids shall be opened by the Oklahoma Department of Wildlife located at 1801 N Lincoln Blvd., Oklahoma City, OK 73105 at the time and date specified in the solicitation as the Response Due Date and Time.

A.7. Open Bid / Open Record

Pursuant to the Oklahoma Public Open Records Act, a public bid opening does not make the bid(s) immediately accessible to the public. The procurement or contracting agency shall keep the bid(s) confidential, and provide prompt and reasonable access to the records only after a contract is awarded or the solicitation is cancelled. This practice protects the integrity of the competitive bid process and prevents excessive disruption to the procurement process. The interest of achieving the best value for the State of Oklahoma outweighs the interest of vendors immediately knowing the contents of competitor's bids. [51 O.S. § 24A.5(5)]

Additionally, financial or proprietary information submitted by a bidder may be designated by the Purchasing Director as confidential and the procurement entity may reject all requests to disclose information designated as confidential pursuant to 62 O.S. (2012) § 34.11.1(H)(2) and 74 O.S. (2011) § 85.10. Bidders claiming any portion of their bid as proprietary or confidential must specifically identify what documents or portions of documents they consider confidential and identify applicable law supporting their claim of confidentiality. The State Purchasing Director shall make the final decision as to whether the documentation or information is confidential pursuant to 74 O.S. § 85.10. Otherwise, documents and information a bidder submits as part of or in connection with a bid are public records and subject to disclosure after contract award or the solicitation is cancelled.

A.8. Late Bids

Bids received by the procuring agency after the response due date and time shall be deemed non-responsive and shall NOT be considered for any resultant award.

A.9. Legal Contract

- A.9.1. Submitted bids are rendered as a legal offer and any bid, when accepted by the procuring agency, shall constitute a contract.
- A.9.2. The Contract resulting from this solicitation may consist of the following documents in the following order of precedence:
 - A.9.2.1. Any Addendum to the Contract;
 - A.9.2.2. Purchase order, as amended by Change Order (if applicable);
 - A.9.2.3. Solicitation, as amended (if applicable); and
 - A.9.2.4. Successful bid (including required certifications), to the extent the bid does not conflict with the requirements of the solicitation or applicable law.
- A.9.3. Any contract(s) awarded pursuant to the solicitation shall be legibly written or typed.

A.10. Pricing

- A.10.1. Bids shall remain firm for a minimum of sixty (60) days from the solicitation closing date.
- A.10.2. Bidders guarantee unit prices to be correct.
- A.10.3. In accordance with 74 O.S. §85.40, ALL travel expenses to be incurred by the supplier in performance of the Contract shall be included in the total bid price/contract amount.

A.11. Manufacturers' Name and Approved Equivalents

Unless otherwise specified in the solicitation, manufacturers' names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. Bidder may offer any brand for which they are an authorized representative, and which meets or exceeds the specification for any item(s). However, if bids are based on equivalent products, indicate on the bid form the manufacturer's name and number. Bidder shall submit sketches, descriptive literature, and/or complete specifications with their bid. Reference to literature submitted with a previous bid will not satisfy this provision. The bidder shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. Bids that do not comply with these requirements are subject to rejection.

A.12. Clarification of Solicitation

- A.12.1. Clarification pertaining to the contents of this solicitation shall be directed in writing to the Contracting Officer specified in the solicitation, and must be prior to the closing date of the solicitation.
- A.12.2. If a bidder fails to notify the State of an error, ambiguity, conflict, discrepancy, omission or other error in the SOLICITATION, known to the bidder, or that reasonably should have been known by the bidder, the bidder shall submit a bid at its own risk; and if awarded the contract, the bidder shall not be entitled to additional compensation, relief, or time, by reason of the error or its later correction. If a bidder takes exception to any requirement or specification contained in the SOLICITATION, these exceptions must be clearly and prominently stated in their response.
- A.12.3. Bidders who believe proposal requirements or specifications are unnecessarily restrictive or limit competition may submit a written request for administrative review to the contracting officer listed on the solicitation. This request must be made prior to the closing date of the solicitation.

A.13. Negotiations

- A.13.1. In accordance with Title 74 §85.5, the State of Oklahoma reserves the right to negotiate with one, selected, all or none of the vendors responding to this solicitation to obtain the best value for the State. Negotiations could entail discussions on products, services, pricing, contract terminology or any other issue that may mitigate the State's risks. The State shall consider all issues negotiable and not artificially constrained by internal corporate policies. Negotiation may be with one or more vendors, for any and all items in the vendor's offer.
- A.13.2. Firms that contend that they lack flexibility because of their corporate policy on a particular negotiation item shall face a significant disadvantage and may not be considered. If such negotiations are conducted, the following conditions shall apply:
 - A.13.3. Negotiations may be conducted in person, in writing, or by telephone.

- A.13.4. Negotiations shall only be conducted with potentially acceptable offers. The State reserves the right to limit negotiations to those offers that received the highest rankings during the initial evaluation phase.
- A.13.5. Terms, conditions, prices, methodology, or other features of the bidders offer may be subject to negotiations and subsequent revision. As part of the negotiations, the bidder may be required to submit supporting financial, pricing, and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the offer.
- A.13.6. The requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the State determines that a change in such requirements is in the best interest of the State Of Oklahoma.

A.14. Rejection of Bid

The State reserves the right to reject any bids that do not comply with the requirements and specifications of the solicitation. A bid may be rejected when the bidder imposes terms or conditions that would modify requirements of the solicitation or limit the bidder's liability to the State. Other possible reasons for rejection of bids are listed in OAC 260:115-7-32.

A.15. Award of Contract

- A.15.1. The State Purchasing Director may award the Contract to more than one bidder by awarding the Contract(s) by item or groups of items, or may award the Contract on an ALL OR NONE basis, whichever is deemed by the State Purchasing Director to be in the best interest of the State of Oklahoma.
- A.15.2. Contract awards will be made to the lowest and best bidder(s) unless the solicitation specifies that best value criteria is being used.
- A.15.3. In order to receive an award or payments from the State of Oklahoma, suppliers must be registered. The vendor registration process can be completed electronically through the OMES website at the following link: <https://www.ok.gov/dcs/vendors/index.php>.

A.16. Contract Modification

- A.16.1. The Contract is issued under the authority of the State Purchasing Director who signs the Contract. The Contract may be modified only through a written Addendum, signed by the State Purchasing Director and the supplier.
- A.16.2. Any change to the Contract, including but not limited to the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by a person who is not specifically authorized by the procuring agency in writing, or made unilaterally by the supplier, is a breach of the Contract. Unless otherwise specified by applicable law or rules, such changes, including unauthorized written Addendums, shall be void and without effect, and the supplier shall not be entitled to any claim under this Contract based on those changes. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the resultant Contract.

A.17. Delivery, Inspection and Acceptance

- A.17.1. Unless otherwise specified in the solicitation or awarding documents, all deliveries shall be F.O.B. Destination. The supplier(s) awarded the Contract shall prepay all packaging, handling, shipping and delivery charges and firm prices quoted in the bid shall include all such charges. All products and/or services to be delivered pursuant to the Contract shall be subject to final inspection and acceptance by the State at destination. "Destination" shall mean delivered to the receiving dock or other point specified in the purchase order. The State assumes no responsibility for goods until accepted by the State at the receiving point in good condition. Title and risk of loss or damage to all items shall be the responsibility of the supplier until accepted by the receiving agency. The supplier(s) awarded the Contract shall be responsible for filing, processing, and collecting any and all damage claims accruing prior to acceptance.
- A.17.2. Supplier(s) awarded the Contract shall be required to deliver products and services as bid on or before the required date. Deviations, substitutions or changes in products and services shall not be made unless expressly authorized in writing by the procuring agency.

A.18. Invoicing and Payment

- A.18.1. Upon submission of an accurate and proper invoice, the invoice shall be paid in arrears after products have been delivered or services provided and in accordance with applicable law. Invoices shall contain the purchase order number, a description of the products delivered or services provided, and the dates of such delivery or provision of services. An invoice is considered proper if sent to the proper recipient and goods or services have been received.
- A.18.2. State Acquisitions are exempt from sales taxes and federal excise taxes.

- A.18.3. Pursuant to 74 O.S. §85.44(B), invoices will be paid in arrears after products have been delivered or services provided.
- A.18.4. Payment terms will be net 45. Interest on late payments made by the State of Oklahoma is governed by 62 O.S. § 34.72.
- A.18.5. Additional terms which provide discounts for earlier payment may be evaluated when making an award. Any such additional terms shall be no less than ten (10) days increasing in five (5) day increments up to thirty (30) days. The date from which the discount time is calculated shall be the date of a proper invoice.

A.19. Tax Exemption

State agency acquisitions are exempt from sales taxes and federal excise taxes. Bidders shall not include these taxes in price quotes.

A.20. Audit and Records Clause

- A.20.1. As used in this clause, "records" includes books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form. In accepting any Contract with the State, the successful bidder(s) agree any pertinent State or Federal agency will have the right to examine and audit all records relevant to execution and performance of the resultant Contract.
- A.20.2. The successful supplier(s) awarded the Contract(s) is required to retain records relative to the Contract for the duration of the Contract and for a period of seven (7) years following completion and/or termination of the Contract. If an audit, litigation, or other action involving such records is started before the end of the seven (7) year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved, or until the end of the seven (7) year retention period, whichever is later.

A.21. Non-Appropriation Clause

The terms of any Contract resulting from the solicitation and any Purchase Order issued for multiple years under the Contract are contingent upon sufficient appropriations being made by the Legislature or other appropriate government entity. Notwithstanding any language to the contrary in the solicitation, purchase order, or any other Contract document, the procuring agency may terminate its obligations under the Contract if sufficient appropriations are not made by the Legislature or other appropriate governing entity to pay amounts due for multiple year agreements. The Requesting (procuring) Agency's decisions as to whether sufficient appropriations are available shall be accepted by the supplier and shall be final and binding.

A.22. Choice of Law

Any claims, disputes, or litigation relating to the solicitation, or the execution, interpretation, performance, or enforcement of the Contract shall be governed by the laws of the State of Oklahoma.

A.23. Choice of Venue

Venue for any action, claim, dispute or litigation relating in any way to the Contract shall be in Oklahoma County, Oklahoma.

A.24. Termination for Cause

- A.24.1. The supplier may terminate the Contract for default or other just cause with a 30-day written request and upon written approval from the procuring agency. The State may terminate the Contract for default or any other just cause upon a 30-day written notification to the supplier.
- A.24.2. The State may terminate the Contract immediately, without a 30-day written notice to the supplier, when violations are found to be an impediment to the function of an agency and detrimental to its cause, when conditions preclude the 30-day notice, or when the State Purchasing Director determines that an administrative error occurred prior to Contract performance.
- A.24.3. If the Contract is terminated, the State shall be liable only for payment for products and/or services delivered and accepted.

A.25. Termination for Convenience

- A.25.1. The State may terminate the Contract, in whole or in part, for convenience if the State Purchasing Director determines that termination is in the State's best interest. The State Purchasing Director shall terminate the contract by delivering to the supplier a Notice of Termination for Convenience specifying the terms and

effective date of Contract termination. The Contract termination date shall be a minimum of 60 days from the date the Notice of Termination for Convenience is issued by the State Purchasing Director.

- A.25.2. If the Contract is terminated, the State shall be liable only for products and/or services delivered and accepted, and for costs and expenses (exclusive of profit) reasonably incurred prior to the date upon which the Notice of Termination for Convenience was received by the supplier.

A.26. Insurance

The successful supplier(s) awarded the Contract shall obtain and retain insurance, including workers' compensation, automobile insurance, medical malpractice, and general liability, as applicable, or as required by State or Federal law, prior to commencement of any work in connection with the Contract. The supplier awarded the Contract shall timely renew the policies to be carried pursuant to this section throughout the term of the Contract and shall provide the procuring agency with evidence of such insurance and renewals.

A.27. Employment Relationship

The Contract does not create an employment relationship. Individuals performing services required by this Contract are not employees of the State of Oklahoma or the procuring agency. The supplier's employees shall not be considered employees of the State of Oklahoma nor of the procuring agency for any purpose, and accordingly shall not be eligible for rights or benefits accruing to state employees.

A.28. Compliance with the Oklahoma Taxpayer and Citizen Protection Act of 2007

By submitting a bid for services, the bidder certifies that they, and any proposed subcontractors, are in compliance with 25 O.S. §1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security and available at www.dhs.gov/E-Verify.

A.29. Compliance with Applicable Laws

The products and services supplied under the Contract shall comply with all applicable Federal, State, and local laws, and the supplier shall maintain all applicable licenses and permit requirements.

A.30. Special Provisions

Special Provisions set forth in SECTION B apply with the same force and effect as these General Provisions. However, conflicts or inconsistencies shall be resolved in favor of the Special Provisions.

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B. SPECIAL PROVISIONS

B.1. Scope of Work - The Oklahoma Department of Wildlife Conservation

- B.1.1. The Oklahoma Department of Wildlife Conservation here after known as the ("ODWC" or "Agency" or "Department"), is the state agency responsible for managing Oklahoma's fish and wildlife resources and habitat.
- B.1.2. The ODWC has five (5) divisions: Administration, Wildlife, Fisheries, Law Enforcement, and Information & Education.
- B.1.3. For general information about the ODWC, please visit the Agency website at www.wildlifedepartment.com.

B.2. Statement of Work Overview

- B.2.1. The ODWC is seeking an experienced Firm (may be referred to as ("Firm" or Consultant" or "Individual" or "Supplier")), to provide Federal Legislative Consulting Services to promote the ODWC's interests before the United States Congress and the Executive Branch in Washington, D.C. The ODWC desires to enter into a professional service contract with a qualified Individual or Firm who can demonstrate competency and experience in providing Federal Legislative Consulting for State Government with emphasis in the wildlife (hunting and fishing) sector.
- B.2.2. The Director of ODWC places value in partnering with other levels of government to advocate on issues of mutual interest and to secure intergovernmental funding that supports the traditions and importance of wildlife conservation for all Oklahomans. The ODWC is working to strengthen its relationship with the delegation, seek new federal funding, to monitor legislation and regulations with impact, and to weigh in on policy matters of importance.
- B.2.3. The ODWC seeks and Individual or Firm with broad experience in a variety of budgetary, legislative, and regulatory matters. Specific policy areas of interest to the ODWC are as follows:
 - B.2.3.1. Hunting, fishing, shooting sports, public land management/access, endangered species, fishery conservation, wildlife conservation, water policy, and related natural resource matters.
- B.2.4. The ODWC is also interested in learning from the Firm or Individual about other federal funding and policy areas that may assist the ODWC with the advancement of its priorities and goals.

B.3. Contract Period

- B.3.1. The term of any contract awarded from the RFP shall be from contract award for the period of one (1) year. If ODWC determines it to be advantageous, it may extend the term of the contract for up to four (4) additional one (1) year periods.
- B.3.2. The state may extend the term of this contract for up to 90-day intervals if mutually agreed upon by both parties in writing.

B.4. Definitions

- B.4.1. ODWC means Oklahoma Department of Wildlife Conservation.
- B.4.2. RFP means Request For Proposal.

B.5. Breach of Contract

- B.5.1. Failure to perform any and all the terms and conditions of this contract shall be deemed a substantial breach thereof and give the state cause to cancel this contract on seven (7) days written notice to the supplier. The state then reserves the right to re-award the contract to the next lowers responsible available bidder -OR - should this contract be awarded to multiple vendors; the state may utilize those vendors. In the event of cancellation of this contract, the supplier shall not be entitled to damages and agrees not to sue the state for damages thereof. After notice of cancellation, the supplier agrees to perform the terms and conditions of this contract up to and including date of cancellation, as though no cancellation had been made and notwithstanding other legal remedies which may be available to the state because of the cancellation, agrees to indemnify the state for its costs in procuring the services of a new supplier.

B.6. Minor Deficiencies or Informalities

- B.6.1. "Minor deficiency" or minor informality" means an immaterial defect in a bid or variation in a bid from the exact requirements of a solicitation that may be corrected or waived without prejudice to other bidders. A minor deficiency or informality does not affect the price, quantity, quality, delivery or conformance to specifications and if negligible in comparison to the total cost or scope of the acquisition.
- B.6.2. The State Purchasing Director may waive minor deficiencies or informalities in a bid if the State Purchasing Director determines the deficiencies or informalities do not prejudice the rights of other bidders, or are not a cause for bid rejection.

B.7. Disclosures Regarding Lobbyist

- B.7.1. A vendor may not reimburse itself within its state contract pricing for its costs and expenses of lobbyists.
- B.7.2. Any vendor using the services of a lobbyist to assist in obtaining a contract shall:
 - B.7.2.1. Disclose all costs, fees, compensation, reimbursements, and other remunerations paid or to be paid to the lobbyist related to the contract
 - B.7.2.2. Not bill or otherwise charge the state for such and
 - B.7.2.3. Certify that no such costs were billed to the state
 - B.7.2.4. The name and address of each lobbyist or agent to the vendor, supplier, subsupplier, who communicated with a state employee about a proposal or potential proposal must be disclosed with proposal response.

B.8. Financial Security

- B.8.1. The supplier is to have no current or pending bankruptcy actions.

C. STATEMENT OF WORK RESPONSIBILITIES

C.1. Federal Legislative Services - General Requirements:

The general scope of work consists of the Individual or Firm performing all of the following services:

- C.1.1. Provide a broad range of Federal Legislative Consulting Services on behalf of the ODWC before the Legislative and Executive branches of the Federal Government.
- C.1.2. Assist in the formulation of a policy agenda working with the ODWC Director and Senior Staff.
- C.1.3. Represent the ODWC's interest in the federal budget process, including the identification of competitive agency grant opportunities.
- C.1.4. Review and analyze, on a continuing basis, all existing and proposed federal policies, programs, and regulations that may impact the ODWC. Provide prompt notification to the ODWC of the issue and specific impact.
- C.1.5. Based on policy direction provided by the ODWC Director, Wildlife Conservation Commission, and executed by Wildlife staff, develop and implement strategies to advance the ODWC's federal funding and policy goals.
- C.1.6. On issues where state and federal policy overlap, coordinate and collaborate with the ODWC's State Legislative Liaison as necessary.
- C.1.7. Utilize established long-standing positive working relationships with key decision makers in Congress and the Executive Agencies to achieve the ODWC's federal funding and policy goals to promote the interests of Oklahoma Sportsmen and Women.

C.2. Communications:

The Individual or Firm will be responsible for managing the following activities:

- C.2.1. On a weekly and real time basis throughout the year, provide written updates that inform the ODWC of developments coming from the U.S. Congress and Federal Government that impact the ODWC.
- C.2.2. Be available in a timely manner in person, by telephone, or email to provide consultation and advice.
- C.2.3. In response to ODWC direction, act quickly on the ODWC's behalf regarding developments in Washington, D.C. with impact on funding and policy matters.
- C.2.4. Represent the ODWC on a year round basis through monitoring the federal budget process, congressional committee meeting, Federal Task Force/Work Group meeting, and other relevant federal activities with impact on the ODWC.
- C.2.5. Analyze federal legislation, budgetary measures, and regulations, and initiatives upon request.
- C.2.6. Provide monthly written reports that track the status of ODWC federal funding priorities, policy priorities, and other legislation of interest, delineating the Individual or Firm's activities and actions on behalf of ODWC.
- C.2.7. On occasion, participate in individual meetings with the ODWC Director as well as Oklahoma Wildlife Conservation Commission meetings, to educate the Commissioners and staff on federal issues that are of particular interest to the ODWC.
- C.2.8. Handle the logistics related to arranging meetings between ODWC officials and Federal Delegation, Executive Agency, and Administration officials.
- C.2.9. Prepare issue specific talking points and briefing materials for the ODWC meetings upon request.
- C.2.10. Provide legislative and policy research on legislative proposals and Executive Agency regulations/issue.

C.3. Intergovernmental Relations:

The Individual or Firm will be responsible for the following relationship building activities:

- C.3.1. Represent the ODWC's interest in Washington, D.C. by interacting with key members of Congress and staff and Executive Agency officials and staff, as needed.
- C.3.2. Facilitate meetings
- C.3.3. Establish and maintain effective relationships with the Oklahoma delegation.

C.4. Specific Experience and Methodology - Experience and Expertise

An Individual or Firm submitting a proposal must show that it has experience and expertise in the following areas:

- C4.1. Federal legislative processes, particularly as it relates to natural resources.
- C4.2. Federal budget and appropriations processes, particularly relating to natural resources.
- C.4.3. A minimum of five (5) years' experience in providing all the types of services required within the Statement of Work Responsibilities. This shall not be limited to a listing of lobbying or legislative representation services before the Legislative and Executive branches of the Federal Government, but also can include experience working with the Legislative or Executive branch on natural resource related budget and policy matters.
 - C.4.3.1. Documentation - To demonstrate the Firm's qualifications, the Firm must provide the following in the proposal:
 - C.4.3.1.1. A sample legislative position letter or testimony, with confidential information redacted.
 - C.4.3.1.2. Examples of a track record of success in providing legislative consulting services to clients in the following areas: a) influencing outcomes on federal legislation, b) elevating the client's standing in the federal and regional public policy arena, and c) assisting clients with breaking through bureaucratic obstacles.
 - C.4.3.1.3. Documentation of the Individual or Firm's knowledge and expertise in the legislative bill review and analysis, the federal budget process, educating clients on the impact of legislation and regulations, advising clients on the courses of action, and conducting legislative history
 - C.4.3.1.4. Evidence of a minimum of five (5) years' experience in providing all the types of services required within the Statement of Work Responsibilities. This shall not be limited to a listing of lobbying and legislative representation services before the Legislative and Executive branches of the government, but can also include experience working with the Legislative or Executive branch on natural resource related budget and policy matters. Evidence requirement may be satisfied by submitting letters of recommendation.
 - C.4.3.2. Sample monthly activities memo/report/update, and any other materials that demonstrate how the Individual or Firm keeps clients regularly updated, with confidential information redacted.

C.4.4. Methodology and Approach

- C.4.4.1. Describe from a project management and logistical prospective, how the Individual or Firm would carry out the services specified in the RFP.
- C.4.4.2. Explain the philosophy and strategy used to achieve the best possible federal legislative representation outcomes before the Legislative and Executive Branches of the Federal Government.
- C.4.4.3. A staffing plan that will meet the ODWC's needs. Demonstrate evidence through an organizational chart or something similar (showing years worked in the field) that the Individual or Firm has adequate staff capacity to handle the ODWC's requirements.

C.4.5. Legal Violations Statement and Conflict of Interest

- C.4.5.1. Indicate whether the Firm or other staff assigned to this engagement have been found guilty of any legal or regulatory violations to these services or been the subject of any non-routine investigations by a regulatory agency within the past five years.
- C.4.5.2. Provide an affirmative statement that the Firm will not engage in activities on behalf of the ODWC that produce a direct or indirect financial gain for the Individual or Firm, other than agreed upon contractual compensation, without the ODWC's informed consent.
- C.4.5.3. ODWC is interested in Individuals or Firms that can represent the ODWC's interest on federal legislative and policy matters without conflicts of interest. Explain what the Individual or Firm would do in a situation where two or more of its clients have conflicting views and/or positions on a matter in which the Individual or Firm has been asked to advocate before the Legislative and/or Executive Branches of the Federal Government.

D. EVALUATION

D.1. Proposal Evaluation

- D.1.1. Proposal will be evaluated on thoroughness and applicability of the Individual or Firm's experience and expertise in the areas listed in Section C.4, including recommendation letters required to be provided and the quality and applicability of the documentation demonstrating the Individual or Firm's qualifications as required in Section C.4.3.1.
- D.1.2. Proposal will be evaluated on thoroughness and applicability of the proposed tasks and methodologies for accomplishing the tasks as stated in Section C.4.4.
- D.1.3. Proposal will be evaluated on record of no/legal/or regulatory violations; ability to represent ODWC on a broad range of issues without significant conflicts of interest as per Section C.4.5.
- D.1.4. Price proposal/fee schedule.

E. INSTRUCTIONS TO BIDDER

E.1. INTRODUCTION

- E.1.1. Prospective Bidders are urged to read this solicitation carefully. Failure to do so will be at the Bidder's risk. Provisions, terms, and conditions may be stated or phrased differently than in previous solicitations. Irrespective of past interpretations, practices or customs, bids will be evaluated and any resulting contract(s) will be administered in strict accordance with the plain meaning of the contents hereof. The Bidder is cautioned that the requirements of this solicitation can be altered only by written amendment by the state and that verbal communications from whatever source are of no effect. In no event shall the Bidder's failure to read and understand any term or condition in this solicitation constitute grounds for a claim after contract award.

E.2. Response Submission and Copies

- E.2.1. Responses will be accepted by mail, fax, or email. Original hard copies are not required.

F. CHECKLIST

Listed below is a checklist of items that are to be completed and returned with the bid. This is not an all-inclusive list and is it the Prospective Supplier's responsibility to ensure that they submit all required and requested documentation.

- F.1.1. OMES Form CP 076 - Responding Prospective Supplier Information
- F.1.2. OMES Form CP 004 - Certification for Competitive Bid and/or Contract
- F.1.3. OMES-Form-CP-011 (Amendments if applicable)

G. OTHER

G.1. Questions

- G.1.1. All questions regarding this solicitation must be submitted in writing and are to be emailed no later than **Tuesday, July 09, 2019 at 3:00 PM** Central Daylight Time. Questions are to be emailed to cheryl.luetkemeyer@odwc.ok.gov. Questions received after this date will not be answered. If any questions are received, an amendment to this solicitation will be posted on our website after this deadline listing all questions received and their answers. In addition, suppliers will be notified the amendment is on our website. Please be sure to reference the solicitation number when emailing questions.
- G.1.2. Any communication regarding this solicitation must be sent to the Contracting Officer listed above. Failure to do so (contracting the agency directly), may result in your bid being deemed as non-responsive.

H. PRICE AND COST

- H.1.** The award recommendation will be determined by the evaluation of RFP responses for the optimum maximization of resources and quality of proposed services.
- H.2.** The proposal must include line item budget with specific justification and computations for all dollar amounts of each items to be in budget included: cost of meetings, travel, information from technical experts, and any other cost associated with proposal.