



Amendment of Solicitation

Date of Issuance: 06-27-2017

Solicitation No. 2920000220

Requisition No. NA

Amendment No. 1

Hour and date specified for receipt of offers is changed: [ ] No [X] Yes, to: July 10, 2017 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:

Oklahoma Department of Environmental Quality
Attention: Stacey Tucker | Solicitation #: 2920000220
Post Office Box 1677
Oklahoma City, OK 73101 – 1677

Stacey Tucker
Contracting Officer
405-702-1116
Phone Number

Personal or Common Carrier Delivery:

Oklahoma Department of Environmental Quality
Attention: Stacey Tucker | Solicitation #: 2920000220
707 N Robinson
Oklahoma City, OK 73102

Stacey.Tucker@deq.ok.gov
E-Mail Address

Description of Amendment:

a. This is to incorporate the following:

The closing date will be moved back due to the questions and answers below. The closing date shall be on July 10, 2017 at 3:00 PM CST.
Throughout the planning of an event, negotiations can take place through a task order which is provided in the attachments. Please see all the Bidder's questions and answers to them below.
Q1: What are the number of days for this event? Under the food and beverage breakdown it lists (2) breakfast, (2) luncheons, and (2) evening events. Are we safe to assume it is a two-day event? Or is it a three-day event starting with an evening event?
A1: The first task will be a 2 day event at this time. The rest of the events are unknown at this time. All changes can be negotiated through Task Orders.
Q2: Room Nights – what would be the requested number of hotel room nights and are there parameters on the pattern of the days of the week?
A2: The first task will be 3 or 4 nights depending on the attendees travel schedule, the event is usually Tuesday evening through Thursday midday, but we have flexibility. The rest of the events are unknown at this time. All changes can be negotiated through Task Orders.

Q3: Time of event – what is the preferred time of year for this event?

**A3: The first task will be Fall or Spring, preferably Fall 2018. The rest of the events are unknown at this time. All changes can be negotiated through Task Orders.**

Q4: How many speakers are needed for event? Is there a breakdown of general session speakers/break-out speakers?

**A4: For the first task it will be DEQ and Committee staff will determine this. It varies from year to year. Generally around 50 speakers. The rest of the events are unknown at this time. All changes can be negotiated through Task Orders**

Q5: Do travel costs and making travel arrangements for speakers need to be included in bid?

**A5: For the first task, No, this will be determined on an individual basis by speaker and will be paid by a different fund. Generally, speakers will be responsible for arranging travel and accommodation themselves. The rest of the events are unknown at this time. All changes can be negotiated through Task Orders**

Q6: Attendance numbers – what are expected attendance numbers for attendees

**A6: Previous attendance has been just under 300 for the Brownfields Conference.**

Q7: hotel rooms

**A7: For the first task it will vary based on out of state conference attendees. The rest of the events are unknown at this time. All changes can be negotiated through Task Orders**

Q8: exhibits?

**A8: For the Brownfields Conference in 2014 exhibitor count was 23 (this number varies due to hotel space). The rest of the events are unknown at this time. All changes can be negotiated through Task Orders**

Q9: Is there any historical data available?

**A9: No**

Q10: Who is responsible for developing sponsor benefits and soliciting sponsors?

**A10: For the first task, the conference committee, and DEQ staff, with the guidance of the event planner. The rest of the events are unknown at this time. All changes can be negotiated through Task Orders**

Q11: What timeframe (month/year) and in which City is the first task order, the Land Protection Division Brownfields Conference, expected to take place?

**A11: For the first task it should be Fall 2018. Oklahoma City will be the host city for the Land Protection Division Brownfields Conference. The rest of the events are unknown at this time. All changes can be negotiated through Task Orders**

Q12: Will all events covered under this contract be held in the greater Oklahoma City area and/or the greater Tulsa area of the state of Oklahoma?

**A12: Task one, Land Protection Division Brownfields Conference, will be hosted in Oklahoma City. Additional events will be held within the State of Oklahoma. The rest of the events are unknown at this time. All changes can be negotiated through Task Orders**

Q13: Will this contract cover events outside the State of Oklahoma?

**A13: No. The rest of the events are unknown at this time. All changes can be negotiated through Task Orders.**

Q14: About how many events per calendar year will be covered under this contract?

**A14: This cannot be determined at this time due to the contract being issued for the entire agency. The first task is for the Land Protection Division Brownfields Conference only. Additional events will be added with additional task orders and based on the pricing schedule provided and the quote with the negotiations on the task orders. We anticipate at least one additional event per year. All changes can be negotiated through Task Orders**

Q15: I have looked through it a couple times and cannot seem to find the date of the conference. Can you provide the date?

**A15: A date has not been determined. We anticipate Fall 2018 for the first task. The rest of the events are unknown at this time. All changes can be negotiated through Task Orders**

Q16: Is there a way to bid on part of the services, or do you require a bid for all of it?

**A16: Full service is necessary.**

Q17: How many people attend?

**A17: For the first task it is estimated around 300 people. The rest of the events are unknown at this time. All changes can be negotiated through Task Orders**

Q18: How many trade show booths do you anticipate?

**A18: We had 23 in 2014 vender count will be determined based on conference hall size. This is only for the Brownfields Conference. The rest of the events are unknown at this time. All changes can be negotiated through Task Orders**

Q19: When is Brownfields? Is there flexibility regarding the time of year the conference is held? Not before what date? Not after what date? Blackout dates? (Certain holidays or times of year?)

**A19: No set date, but ideally sometime in Fall 2018. The rest of the events are unknown at this time. All changes can be negotiated through Task Orders**

Q20: How many days is the conference?

**A20: For the First task, it should be 2 days. The rest of the events are unknown at this time. All changes can be negotiated through Task Orders**

Q21: Is there a pre-conference day of training workshops, mobile workshops, off-site visits, and/or other activities?

**A21: For the first task, there is potentially one evening welcome event, dinner and maybe an activity, but will be dependent on funds raised. The rest of the events are unknown at this time. All changes can be negotiated through Task Orders**

Q22: Is there flexibility regarding the day of the week the conference starts or does it have to start on a specific day of the week?

**A22: For the first task it cannot start on Monday, it must end by Friday. Otherwise we're flexible. The rest of the events are unknown at this time. All changes can be negotiated through Task Orders**

Q23: Are there any required Shoulder Days before or after for any of the attendees? If, yes How many days before for how many attendees? How many days after for how many attendees?

**A23: There will not be any for the first task, however The rest of the events are unknown at this time. All changes can be negotiated through Task Orders**

Q24: Where is the Brownfields conference to be held? Is there flexibility on the location within the state?

**A24: The Brownfields Conference shall be held in Oklahoma City. The rest of the events are unknown at this time. All changes can be negotiated through Task Orders**

Q25: Does it need to move to a new location each year? (OKC year 1, Tulsa year 2, etc.)

**A26: The Brownfields Conference shall be held in Oklahoma City.. The rest of the events are unknown at this time. All changes can be negotiated through Task Orders**

Q26: Are there venues where the conference and/or offsite activities cannot be held?

**A26: For the first task, venues are determined by DEQ Brownfields Staff and Conference Committee with guidance from the event planner. The rest of the events are unknown at this time. All changes can be negotiated through Task Orders**

Q27: How many people are expected to attend the Oklahoma Brownfields Conference?

**A27: Estimated 300.**

Q28: Will all attendees be from the state of Oklahoma or is there potential for out-of-state attendees to attend the conference?

**A28: For the first task, the conference has a regional draw. The rest of the events are unknown at this time. All changes can be negotiated through Task Orders**

Q29: What are the estimates regarding how many attendees will need hotel rooms or not need hotel rooms? (If the conference is held in Oklahoma City do you estimate X number of attendees will reside in the Oklahoma City metro and that they will not need any hotel room nights)

**A29: For the first task there is not a way to determine this. It will depend on how many attendees are from out of town. The rest of the events are unknown at this time. All changes can be negotiated through Task Orders**

Q30: Do attendees make reservations directly with the hotel or with the bidder?

**A30: For the first task, reservations should be made directly with the hotel, within a room block. The rest of the events are unknown at this time. All changes can be negotiated through Task Orders**

Q31: Do attendees pay the hotel directly or do they pay the bidder?

**A31: They would pay the Hotel directly.**

Q32: Who collects conference registration money?

**A32: For the Brownfields Conference it will be the event planner. The rest of the events are unknown at this time. All changes can be negotiated through Task Orders**

Q33: How many days prior to the start of the event, does online registration close?

**A33: The previously it has been the day before the Brownfields Conference, but this is negotiable. The rest of the events are unknown at this time. All changes can be negotiated through Task Orders**

Q34: What happens if there is low registration? How does this affect financials and/or the agreement?

**A34: For the Brownfield Conference, the majority of conference expenses are paid for by donations. Registration fees do not cover the majority of expenses. Ideally, we do not intend to spend over what is donated, managing expenses to revenue will be the responsibility of the event planner. The rest of the events are unknown at this time. All changes can be negotiated through Task Orders**

Q35: How many breakout sessions each day?

**A35: For the first task, 3 break out sessions, 5 break outs over the course of the conference. The rest of the events are unknown at this time. All changes can be negotiated through Task Orders**

Q36: What is the maximum number of breakout sessions at one time?

**A36: For the First Task 3 breakout sessions. The rest of the events are unknown at this time. All changes can be negotiated through Task Orders**

Q37: Is it 200 people broken out into multiple breakout sessions or does there need to be a room that can handle a 200 person breakout session?

**A37: For the first task, 200 across 3 breakouts. The rest of the events are unknown at this time. All changes can be negotiated through Task Orders.**

Q38: Do meeting rooms need to be made available for Affiliate Meeting Requests?

**A38: Not at this time. The rest of the events are unknown at this time. All changes can be negotiated through Task Orders**

Q39: Can the evening events be held at an offsite location?

**A39: Yes for the first task. The rest of the events are unknown at this time. All changes can be negotiated through Task Orders**

Q40: If there is a formal awards dinner can it be held at an offsite location?

**A40: Yes for the first task. The rest of the events are unknown at this time. All changes can be negotiated through Task Orders**

Q41: Can lunches come in the form of a boxed lunch or a buffet?

**A41: For the first task we would prefer plated meals and not buffets, or boxed lunches unless it becomes necessary based on funding. The rest of the events are unknown at this time. All changes can be negotiated through Task Orders**

Q42: Which party sells sponsorship?

**A42: For the First task the Conference Committee will be responsible for soliciting for donations. The rest of the events are unknown at this time. All changes can be negotiated through Task Orders**

Q43: Which party collects sponsorship? ,

**A44: For the first task, the event planner will be responsible for following up and collecting funds and collecting unsolicited donations. The rest of the events are unknown at this time. All changes can be negotiated through Task Orders.**

Q44: Who is responsible for the productions costs of the conference program?

**A44: For the first task the production costs outlined in the RFP Section C.2 are the only costs that should be included in the base bid. Additional costs will be paid for through donations and should not be included in the base bid. The rest of the events are unknown at this time. All changes can be negotiated through Task Orders**

Q45: Does there need to be an electronic version of the program?

**A45: Yes for the first task. The majority of program distribution should be electronic. A pdf of the program will be sufficient to meet this requirement. The rest of the events are unknown at this time. All changes can be negotiated through Task Orders**

Q46: Does there need to be a print version of the program?

**A46: Yes for the first task. The rest of the events are unknown at this time. All changes can be negotiated through Task Orders**

Q47: Does DEQ and/or LPD find the Conference Speakers or is that the bidder's responsibility?

**A47: For the first task, DEQ staff and Conference Committee are responsible for identifying all speakers for the conference. The event planner will be responsible for negotiating contracts with speakers that DEQ identifies. Speaker fees will not be included in the base bid, just the responsibility to develop/review contracts and enter into the contracts. The rest of the events are unknown at this time. All changes can be negotiated through Task Orders**

Q48: The document says that the contractor shall negotiate with speakers but is it the bidder's responsibility to find the speakers or does DEQ say these are the speakers we want, go secure an agreement?

**A49: : For the first task, DEQ staff and Conference Committee are responsible for identifying all speakers for the conference. The event planner will be responsible for negotiating contracts with speakers that DEQ identifies. Speaker fees will not be included in the base bid, just the responsibility to develop/review contracts and enter into the contracts. The rest of the events are unknown at this time. All changes can be negotiated through Task Orders.**

Q49: FTP Site – This is something that we have phased out with our clients as most are more comfortable with sites like Dropbox now that do the same thing but easier. Can this be an option on the bid?

**A49: Yes an alternated can be submitted.**

Q50: Attachment D What does it mean to provide examples for: A Brownfields conference, Classroom roundtable, Awards banquet?

**A50: DEQ is seeking proposals for three tasks, the Brownfields Conference, a classroom roundtable meeting and an awards banquet for evaluations. The Brownfield Conference Task is the only task that will the task that will actually be issued to begin after the award of the contract. The other two tasks are for evaluation purpose only.**

b. All other terms and conditions remain unchanged.

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Supplier Company Name (**PRINT**)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative Name (**PRINT**)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Authorized Representative Signature