

REQUEST FOR PROPOSALS
For
DEBRIS REMOVAL AND MONITORING
SERVICES

Issued by
THE STATE OF OKLAHOMA



OKLAHOMA
Office of Management
& Enterprise Services

In collaboration with



NASPO
ValuePoint®

SOLICITATION NUMBER

EV00000453

RFP WEBSITE: [Supplier Portal Login \(oklahoma.gov\)](http://oklahoma.gov)

RFP OVERVIEW

I. OVERVIEW

This Request for Proposals (RFP) is being issued by the State of Oklahoma ("Lead State"), Office of Management and Enterprise Services, in collaboration with the NASPO ValuePoint cooperative purchasing program. This RFP is to establish competitive contract(s) for participating entities to obtain FEMA qualified Debris Removal and Monitoring Services. This solicitation is intended to result in multiple awards. The objective of this RFP is to obtain best value, and to achieve more favorable pricing, than is obtainable by an individual state or local government entity because of the collective volume of potential purchases by numerous state and local government entities.

About NASPO ValuePoint

NASPO ValuePoint is a division of the National Association of State Procurement Officials (NASPO), a non-profit association dedicated to advancing public procurement through leadership, excellence, and integrity. In accordance with NASPO Value Point's Lead State™ model, the Lead State is issuing this RFP, evaluating responses, and establishing Master Agreements with the support and assistance of a Multistate Sourcing Team™ composed of individuals from other member states, representing a broad range of perspectives that ensure the RFP incorporates best practices recognized by public entities across the country.

NASPO ValuePoint does not charge fees to NASPO members or other potential users, including state departments, institutions, agencies, and political subdivisions, federally recognized tribes, and other eligible public and nonprofit entities in the 50 states, the District of Columbia, and U.S. territories, to use NASPO ValuePoint Master Agreements. By leveraging the collective volume of potential purchases nationwide, NASPO ValuePoint is able to offer customers the best value in cooperative contracting while giving vendors the opportunity to reach multiple markets through a single solicitation. In 2023, contractors recorded a combined \$20.5 billion in sales through NASPO ValuePoint Master Agreements awarded through cooperative solicitations like this RFP, including a combined \$161.2 billion in sales since 2014. This RFP constitutes the first iteration of a NASPO ValuePoint portfolio established for Debris Removal and Monitoring Services, so no historical spend data exists.

More information about NASPO and NASPO ValuePoint can be found at www.naspo.org and www.naspovaluepoint.org.

II. GENERAL INFORMATION AND INSTRUCTIONS

A. Important Dates.

1. RFP Open Date: 3:00 p.m. CST on Monday, March 03, 2025
2. RFP Pre-Proposal Conference: 11:00 a.m. CST on Thursday, March 13, 2025
3. RFP Q&A Deadline: 3:00 p.m. CST on Monday, March 24, 2025
4. RFP Close Date: 3:00 p.m. CST on Monday, April 14, 2025

Attendance at the RFP Pre-proposal Conference to be held through Microsoft Teams is optional but encouraged. Vendors that want to attend must request an invitation from the Lead State RFP Contact to receive the meeting link.

Dates and deadlines are subject to change. Offerors should continue checking the RFP Website for the most up-to-date information.

B. Lead State RFP Contact. The following individual is the sole contact for this RFP:

Asha Parks

Contracting Officer/Procurement Specialist III

Email - asha.parks@omes.ok.gov

State of Oklahoma, OMES Central Purchasing
2401 N. Lincoln Blvd.,
Oklahoma City, OK 73105

- C. Contract Term.** The initial term of the Master Agreement shall be from the date of the award for two (2) years with the option to renew for five (5) additional one-year periods, upon mutual agreement by the Lead State and Contractor.
1. Oklahoma Statewide Contracts are moving to an annual auto-renewal format, instead of the previous manual renewal. No annual renewal notices will be supplied to the Contractor by the State or NASPO ValuePoint. A renewal notification will be posted on the NASPO website no less the 60 days prior to the auto-renewal. This does not change any substantive terms and conditions of the executed Contract or any previously executed Amendments. Should either party not want to renew the Contract, a written termination notice shall be sent at least 60 days prior to the end of the Contract term.
- D. Renewals.** Prior to any renewal, the Lead State shall subjectively consider the value of the Contract, the Supplier's performance and review of current pricing and discounts offered by Supplier. If it is determined changes to the Master Agreement are required as a condition precedent to renewal, the Lead State and Supplier will cooperate to evidence such required changes in an Addendum.
- E. Extensions.** The State may extend the Contract for one hundred-eighty (180) days beyond a final renewal term at the current pricing for the extended period. If the State exercises such an option to extend, the State shall notify the Supplier in writing prior to the Contract end date. The State, at its sole option and to the extent allowable by law, may choose to exercise subsequent one hundred-eighty (180) day extensions, to facilitate the finalization of related terms and conditions of a new award or as needed for transition to a new Supplier. In addition, the State Central Purchasing Director (CPD) reserves the right to extend any Contract if the State CPD determines such extension to be in the best interest of the Contract.
- F. RFP Website.** The following website is the sole official source for solicitation information updates. Post solicitation closing, all awards, non-award, and negotiation notifications communication will be sent via email directly to the email address(s) listed in the supplier profile and on the RFP bid documentation.
- Link / URL – [Supplier Portal Login \(oklahoma.gov\)](https://supplierportal.oklahoma.gov)**
- G. RFP Documents.** This RFP consists of this RFP Summary, the following attachments, and any information or materials posted by the Lead State to the RFP Website, as amended:
1. Attachment A, RFP Terms and Conditions
 2. Attachment B, Scope of Work

3. Attachment C, RFP Evaluation Plan
4. Attachment D, Potential Participation
5. Attachment E, Protest Information
6. Attachment F, Offeror Information, Acknowledgements, and Certifications
7. Attachment G, Offeror Response Worksheets
8. Attachment H, Cost Proposal
9. Attachment I, Proposed Modifications to Sample Master Agreement
10. Attachment J, Sample Master Agreement
11. Attachment K, Federal Funding Terms
12. Attachment L, Claims of Business Confidentiality
13. Attachment M, OMES Form CP076, Responding Offeror Information
14. Attachment N, OMES Form CP004, Certification for Competitive Bid
15. Attachment O, OMES Supplier Registration & RFP Submission Guide

H. Communications and Questions

1. Read and review this RFP, including all attachments, exhibits, and amendments.
2. Offeror should submit general questions concerning Contract or Proposal specifications or requirements via the [Supplier Portal \(oklahoma.gov\)](http://oklahoma.gov) . Questions received via any other means will not be addressed. Questions may be submitted as soon as the solicitation is posted. All Questions must be received by the deadline (date and time shown) in Section II.A. Questions submitted after the deadline will not be answered. Offerors may submit questions concerning specifications or requirements found in this RFP. Questions should be concise, identify the relevant document, and must reference the specific section of the RFP to which the question relates.
3. Answers will be publicly given via the State of Oklahoma Solicitation site as an amendment to the RFP as soon as practicable.
4. The identity of prospective Offerors will not be published with the answers, but the text of questions will be restated, so Offerors are cautioned about including context in questions that may reveal the source of questions.
5. The State reserves the right to request clarifications of Proposal information or to conduct discussions for the purpose of clarification with any or all Offerors. The purpose of such discussion shall be to ensure full understanding of the Proposal. If clarifications are made because of such a discussion, the Offeror(s) shall submit such clarifications in writing to the Lead State RFP Contact. Offeror answers that are outside scope of the clarification questions shall be disregarded. Oral explanations or instructions provided to a potential Offeror are not binding.

I. How to Respond.

1. Read and review this RFP, including all attachments, exhibits, and amendments.
2. Prepare a proposal that:
 - a. Follows the requested Proposal packet format A-N.
 - b. Includes the Solicitation Number on all materials making up the proposal.
 - c. Addresses each question and request for a response in this RFP, including all questions and applicable tabs in Attachments A - N.
 - d. Clearly demonstrates your ability to meet the Scope of Work described in Attachment B;
 - e. Includes all required submissions identified in this attachment.

3. IT IS THE OFFEROR'S SOLE RESPONSIBILITY TO SUBMIT INFORMATION IN THE PROPOSAL AS REQUESTED AND IN COMPLIANCE WITH THE OKLAHOMA CENTRAL PURCHASING ACT AND ASSOCIATED OAC TITLE 260 RULES INCLUDING WITHOUT LIMITATION OAC 260:115-3-7 AND 260:115-3-11. A submitted Proposal is rendered as a legal offer and is required to be in strict conformity with these Offeror Instructions.
4. A Proposal shall be submitted solely through the Peoplesoft System via the Supplier Portal. The entire Proposal must be submitted by the Proposal Response Due Date and Time. A Proposal emailed directly to or cc'd to the Lead State RFP Contact will not be reviewed by the Lead State RFP Contact. In person, commercial carrier or facsimile submittals shall not be accepted. Receipt of the Proposal by the State is the responsibility of the Offeror. The Supplier Portal is located here: [Supplier Portal \(oklahoma.gov\)](http://SupplierPortal.oklahoma.gov) You can submit a Proposal as a buyer or as a Supplier. For help with the portal, please reach out to supplier.registration@omes.ok.gov.

J. PREPARATION OF THE PROPOSAL

1. The Proposal is required to be structured into separate, labelled and easily identifiable sections using the Proposal Packet format provided below. A Proposal submitted using any other format may not be accepted. The Proposal Packet should not contain duplicative content amongst multiple sections. Any section of the Proposal Packet that is not applicable to the Offeror shall contain a page that reads "Not Applicable," "N/A" or similar notation.
2. Reference to literature submitted with a previous Proposal shall not satisfy a specification or requirement associated with the present Proposal. Any previous solicitation or resultant Contract shall not be depended upon, perceived or interpreted to have any relevance to the present Proposal.
3. All costs incurred by the Offeror for Proposal preparation and participation shall be the sole responsibility of the Offeror and the Offeror shall not be reimbursed for any such costs. By submitting a Proposal, Offeror agrees not to make any claims for damages or have any rights to damages in connection with the Proposal.
4. For consistency of contract structure, certain State terms may be marked "Intentionally Omitted." If so, no response is expected.

K. SUBMISSION OF BID

1. A Proposal shall be submitted solely via the Supplier Portal. The entire Proposal must be submitted by the Proposal Response Due Date and Time. A Proposal emailed directly to or cc'd to the Lead State RFP Contact will not be reviewed by the Lead State RFP Contact. In person, commercial carrier or facsimile submittals shall not be accepted. Receipt of the Proposal by the State is the responsibility of the Offeror. The Supplier Portal is located here: [Supplier Portal \(oklahoma.gov\)](http://SupplierPortal.oklahoma.gov) You can submit a Proposal as an Offeror or as a Supplier. For help with the portal, please reach out to supplier.registration@omes.ok.gov.
2. All Proposals shall be firm representations that the responding Offeror has carefully investigated and will comply with all State terms and conditions relating to the Contract. Upon award of a Contract, such terms and conditions, as may be

amended by the Proposal after negotiation, shall become contractual obligations between the parties.

L. SCOPE OF WORK

1. A detailed description of the services being sought through this RFP is attached as Attachment B, Scope of Work.
2. The scope of this RFP and its resulting Master Agreement(s) is intended to benefit all state departments, institutions, agencies, and political subdivisions and other eligible public and nonprofit entities in the 50 states, the District of Columbia, and U.S. territories. Therefore, **Offerors should not interpret the Scope of Work to be associated with or limited to any specific purchase, implementation, project, need, or program** within the Lead State or any other state or eligible entity. Proposals should be generally applicable to all potential Participating and Purchasing Entities, except where specificity is requested.

III. OFFEROR RESPONSE

A. Required Submissions. All responses are required to be submitted directly to [Supplier Portal Login \(oklahoma.gov\)](https://supplierportal.oklahoma.gov). The following must be submitted with your Proposal (Proposal packet):

1. Provide a dated cover page or transmittal letter that identifies the Solicitation and the Offeror and provides Offeror contact information.
2. Completed and signed **Attachment F**, Offeror Information, Acknowledgements, and Certifications.
3. Completed **Attachment G**, Offeror Response Worksheets to include all relevant tabs or requested documentation within the document as listed below:
 - a. Offeror Mandatory Response worksheet, to include executive summary response.
 - b. Technical Response for either Debris Removal or Debris Monitoring
 - c. Location of Coverage worksheet
 - d. Mobilization Schedule worksheet
 - e. Offeror Reference worksheet
 - f. Provided a Debris Management Plan, to include an Example Statement of Work or Sample task Orders.
 - g. Provided a Debris Data Management outline and examples, such as tracking workflow charts, example load tickets or tracking program synopsis and example reporting tools.
4. Completed **Attachment H**, Cost Proposal, shall include all services being offered and submitted in the appropriate category per Attachment H. Attachment H will become part of the final Master Agreement and posted for contract users as the contract final location of coverage and pricing list.
5. Completed **Attachment I**, Proposed Modifications to Sample Master Agreement J (if any, must also include the suggested changes via a redlined document of **Attachment J**).
6. Completed and signed **Attachment K**, Federal Funding Terms Completed and signed
7. **Attachment L**, Claim of Business Confidentiality.
 - a. Redacted copy of proposal clearly marked as such, if claiming confidential, proprietary, or protected information.

8. **Attachment M**, OMES Form CP0076, Responding Offeror Information
9. **Attachment N**, OMES Form CP004, Certification for Competitive Proposal and/or Contract (Non-Collusion Certification).

B. Other Documents. The following are informational only and do **not** need to be submitted with your proposal:

1. RFP Summary
2. Attachment A, RFP Terms and Conditions
3. Attachment B, Scope of Work
4. Attachment C, RFP Evaluation Plan
5. Attachment D, Potential Participation
6. Attachment E, Protest Information
7. Attachment J, Sample Master Agreement, (unless there are exceptions to the master agreement)
8. Attachment O, OMES Supplier Registration & RFP Submission Guide

IV. Evaluation AND AWARD PROCESS

A. Proposals will be sealed until the RFP Close Date. After opening, proposals will be evaluated in stages as set forth in this section and further detailed in Attachment C, RFP Evaluation Plan.

1. **Stage 1: Initial Responsiveness.**
2. **Stage 2: Mandatory Minimum Requirements.**
3. **Stage 3: Technical Criteria.**
4. **Stage 4: Cost Evaluation.** Cost Proposals will be evaluated as detailed further within Attachment C – RFP Evaluation Plan. Cost Proposals may also be subject to an independent review for reasonableness and best value by the Lead State.
5. All weighted scores will be totaled to arrive at the Supplier's total scored evaluation.
6. In accordance with the Oklahoma Statutes, 74 O.S. § 85.5, the State of Oklahoma reserves the right to negotiate with one, all or none of the Offerors responding to this solicitation to obtain the best value. The Lead State reserves the right to issue an award to an Offeror across any or all responsive categories if an Offeror meets the award criteria for the given category or categories.
7. Negotiations could entail discussions on products, services, pricing, contract terminology or any other issues that mitigate the Lead State's risks. The Lead State will consider all issues negotiable and not artificially constrained by internal corporate policies. Negotiation may be with one or more Offerors, for any and all items in the Offeror's Proposal.

Firms that contend that they lack flexibility because of their corporate policy on a particular negotiation item may face a significant disadvantage and may not be considered. If such negotiations are conducted, the following conditions shall apply:

Negotiations may be conducted in person, in writing, or by telephone.

Negotiations will only be conducted with Offerors' that submitted potentially acceptable Proposals. The State reserves the right to limit negotiations to those Proposals that received the highest rankings during the initial evaluation phase.

Terms, conditions, prices, methodology, or other features of the Offeror's Proposal may be subject to negotiations and subsequent revision. As part of the negotiations, the Offeror 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 Proposal.

8. It is anticipated that this RFP may result in Master Agreement awards to multiple contractors, at the Lead State's discretion. The evaluation process is designed to award the Contract resulting from this RFP to the Supplier deemed to be responsive and responsible concerning requirements outlined in the Technical Requirements.
- B. After evaluations are completed, the Lead State and Multistate Sourcing Team will determine which proposals are advantageous to the Lead State and potential Participating and Purchasing Entities.
- C. Prior to the announcement of awards and execution of Master Agreements, the Lead State will present an award recommendation to the NASPO ValuePoint Executive Council for approval of the proposed awards.
- D. Following approval of the NASPO ValuePoint Executive Council, the Lead State will issue an intent-to-award announcement on its electronic procurement system. Proposal files are public records and available for review at the offices of the Lead [State Open Records Request Form](#).