

ADDENDUM #01

RFP – TECHNICAL PROJECT COORDINATOR

02.25.2026

PROPOSALS MUST BE RECEIVED ON OR BEFORE Wednesday, **March 2, 2026 BY 5:00 P.M.** CT TO BE CONSIDERED.

Inquiry 1

Based on the type of engagement and services we will perform for this RFP, we will not be conducting any activities that expose the Cherokee Nation to risk of pollution liability. We kindly request the Pollution Liability, including Hazardous Waste Operations insurance requirement be excluded from the insurance requirements.

This one is a USDA procurement clause that is required.

Inquiry 2 (series)

1. Identify the specific technical software and data systems currently foundational to the Summer EBT program.
 - i. Microsoft 365 Platform (Cherokee Nation) – used by Summer Staff for secure management of data files
 - ii. RAD Platform (HungerFree Oklahoma & Asemio - third party solution) - used to process records (eligibility rules processing, deduplication, household & participant management, application portal, issuance file generation, reporting, ticket/case management) - to be replaced by new solution
 - iii. Microsoft 365 Platform (HungerFree Oklahoma) - used for secure storage of data files to be loaded into RAD
 - iv. SOAR (Solutran – third party solution) - used for EBT smart card management including Summer EBT Fund management, card management, approved participant/household (cardholder) management, issuance and redemption, reporting and auditing – no longer available beginning FY27 – business is sunsetting this portion of their business and Summer EBT needs to migrate to the Online Card model (WIC currently in migration process)
 - v. Card Batching Software (Nations Benefits – third party solution) - this is a system used by Nations Benefits to load large batches of benefits onto Smart Cards – will no longer be used in migrating to Online Cards
 - vi. Texas Integrated Card Utility Cloud (SoliSystems – third party solution) - workstation software used by Cherokee Nation Summer EBT Staff to manage benefits on the physical card, manage approved products on the card, reset card PINs, print shopping list information – not relevant to an Online card solution
2. Clarify if the role is expected to be 100% on-site in Tahlequah or if remote/hybrid work is permitted.

The role will follow a remote/hybrid model. On-site work will be required as needed to support project completion. Most work will be conducted remotely or in hybrid format in collaboration with partners for Summer EBT.

3. Define the 'location pickup' requirements mentioned in Evaluation Factor 3 of the RFP.

Please see the revised criteria for evaluation:

Evaluation Factors: The following is a summary of the proposal evaluation factors and the point value assigned to each. These factors will be used in the evaluation of the individual vendor proposals. The evaluation factors are listed below and must be clearly stated and addressed and stated in the sealed proposal. Points will be awarded on the basis of the following factors:

SPECIFICATIONS	POINTS
1. Experience	25
2. Cost of Project	20
3. Ability to meet established dates	25
4. Licenses	15
5. Insurance (submitted with proposal)	10
6. Indian Preference	5
TOTAL	100

4. Specify the expected average weekly billable hours or if this is a full-time 40-hour commitment.

Expected maximum billable hours per week will be 20 hours per week.

5. Confirm if there is an incumbent contractor currently providing these Technical Project Coordination services.

No, there is not an incumbent contractor currently providing these Technical Project Coordination services for Summer EBT.

6. Detail the specific architectural standards or cloud environments (e.g., Azure, AWS) the Coordinator must support.

Specific architectural standards or cloud environments are unknown at this time until a new solution has been determined – although solutions will have to meet any regulatory requirements outline by USDA / FNS for administration of the program (e.g. - ANSI X9.93, NIST, etc..)

7. List the key technical milestones or program deliverables required by the September 30, 2026 deadline.

Program deliverables: Online EBT contractor services, OEBT services integrated with Summer EBT platform, Card redemption certifications designed for SEBT.

8. Identify the testing methodologies or tools currently utilized for the Summer EBT mission-critical systems.

Testing methodologies include use of a User Acceptance Test environment for the HungerFree Oklahoma / Asemio system, Test card production by Nations Benefits, with test cardholder and issuance data loaded into SOAR, and a test transaction completed with a vendor (redemption of benefit(s) at a store) by the WIC Vendor Management team

9. Could you please clarify the expected years of experience required for this role?

FY' 2026 with extension through Fiscal Year 2027. Our Fiscal Year runs October 1 through September 30.

10. Please clarify whether this contract is intended to run for a full year or only through September 2026.

Service contract is intended to run through September 2026. We have the option to extend contract if our implementation work has not been completed.