



**AMENDMENT # 1.                      May 1, 2007**  
**TO THE REQUEST FOR APPLICATIONS (RFA)/ CONTRACT**

1. The deadline for receipt of proposals is extended to May 29, 2007 at 5:00pm.
2. Modifications to the Contract:
  - a. Section I. TERMS OF CONTRACT, first sentence, is changed to read:  
The term of the Contract is from the latter of July 1, 2007 or date of execution, through June 30, 2008.
  - b. Section II. COMPENSATION,
    - Part A.1. CBYS Cost Reimbursement, the terms d. and e. are added
      - d. In the event OJA experiences a revenue failure, the not to exceed amount listed in Section II, Part A. of this Contract may be reduced in the same proportion as the total revenue reduction experienced by OJA.
      - e. In the event OJA determines that a budget revision is necessary to increase the total encumbrance of the Contract, OJA may unilaterally adjust the total encumbrance up to 10% of the total contract amount.
    - Part B. 1. Community At-risk Services (CARS), is changed to read:
      1. Contractor shall make every reasonable effort to maximize the receipt of revenue from federal funds or other available revenue sources.
3. GENERAL TERMS AND CONDITIONS are changed to read:

**B. Audit**

**3. Auditor Approval and Audit Distribution**

The Contractor shall submit two copies of the annual audit report to the Office of Juvenile Affairs - Contracts Unit 3812 N. Santa Fe, Suite 400, Oklahoma City, Oklahoma 73118, plus a copy, if applicable, of the management letter within 120 days of the Contractor's fiscal year end. Contractor shall submit a copy of the corrective action plan to all audit findings within 60 days of the audit submission to OJA. In the event the Contractor is unable to provide the audit report within the time specified, the Contractor shall submit a written request to the address listed above for an extension citing the reason for delay. OJA reserves the right to suspend payment to the Contractor for costs owed pursuant to this Contract if OJA has not received the prior year audit.

**N. Reporting Child Abuse**

Contractor shall comply with the Child Abuse Reporting and Prevention Act, Title 10 O.S. §7101 *et seq.* If Contractor knows or has reason to believe or reason to suspect any juvenile has been subject to abuse or neglect by any person, the

Contractor must immediately report the matter to the Department of Human Services Office of Client Advocacy at 1-800-522-8014 and for juveniles in OJA custody, contact the OJA Advocate General at (405) 530-2939. Failure to report is a violation of Oklahoma law and is subject to prosecution. Failure to report suspected or actual abuse or neglect or failure to cooperate in investigations of abuse or neglect may result in immediate cancellation of the Contract at the sole discretion of OJA.

4. SPECIAL TERMS AND CONDITIONS are changed to read:

A. Access and Retention of Records

The last sentence of this paragraph is changed to read:  
Records regarding youth in OJA’s custody, served under this contract, shall be the property of OJA and available for inspection and copying.

D. Communicable Disease Policy and Procedures

The contractor shall have policy and procedure in accordance with the Department of Human Services, Department of Children and Family Services’ Communicable Disease Policy. This policy shall require the use of universal precaution/infection control procedures as well address issues in regard to HIV serologically positive residents.

H. Grievance Procedure

Contractor shall operate a system for resolution of grievances by recipients of the services provided. The policy and procedures used by Contractor shall comply with applicable OJA and DHS policy and standards for custody youth. Upon OJA’s request, Contractor’s grievance procedure shall be subject to approval by OJA’s Advocate General’s office.

5. Section V. SERVICES TO BE PROVIDED are changed to read:

Part A. Item 4. Oklahoma Child Care Facilities Licensing Standards. Contractor shall meet all applicable standards and licensure requirements of the Oklahoma Child Care Facilities Licensing Act, 10 O.S. §401 *et seq* for shelter services.

Part A. Item 5. Fees for Services is deleted.

All other terms and conditions of the RFA and Contract remain unchanged.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title