



**State of Oklahoma
Department of Central Services
Central Purchasing**

Solicitation

1. Solicitation #:

2. Solicitation Issue Date:

3. Brief Description of Requirement:

4. Response Due Date¹:

Time: 3:00 PM CST/CDT

5. Issued By and RETURN SEALED BID TO:

Personal or Common Carrier Delivery:

Department of Central Services, Central Purchasing
Will Rogers Building
2401 N. Lincoln Blvd, Suite 116,
Oklahoma City, OK 73105

U.S. Postal Delivery:

Department of Central Services, Central Purchasing
P.O. Box 528803,
Oklahoma City, Oklahoma 73152-8803

6. Solicitation Type (check one below):

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

7. Requesting Agency:

8. Contracting Officer:

Name:

Phone: (405)

Email:

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



**State of Oklahoma
Department of Central Services
Central Purchasing**

Responding Bidder Information

*"Certification for Competitive Bid and Contract" (see page 3) **MUST** be submitted along with the response to the Solicitation.*

1. RE: Solicitation # _____

2. Bidder General Information:

FEI / SSN : _____ VEN ID: _____

Company Name: _____

3. Bidder Contact Information:

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____

Contact Title: _____

Phone #: _____ FAX#: _____

Email: _____ Website: _____

4. Oklahoma Sales Tax Permit¹:

☐ YES – Permit #: _____

☐ NO – Exempt pursuant to Oklahoma Laws or Rules

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 a certificate of insurance with the bid

☐ NO - attach a signed statement that provides specific details supporting the exemption you are claiming from the Workers' Compensation Act (Note: Pursuant to Attorney General Opinion #07-8, the exemption from 85 O.S. 2001, § 2.6 applies only to employers who are natural persons, such as sole proprietors, and does not apply to employers who are entities created by law, including but not limited to corporations, partnerships and limited liability companies.)²

Authorized Signature

Date

Printed Name

Title

¹ For frequently asked questions concerning Oklahoma Sales Tax Permit, see <http://www.tax.ok.gov/faq/faqbussales.html>

² For frequently asked questions concerning workers' compensation insurance, see [http://www.ok.gov/oid/Consumers/Workers' Compensation Information.html](http://www.ok.gov/oid/Consumers/Workers'_Compensation_Information.html)



**State of Oklahoma
Department of Central Services
Central Purchasing**

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

A certification shall be included with any competitive bid and/or contract submitted to the State for goods or services.

Solicitation or Purchase Order #: _____

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.

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

TABLE OF CONTENTS

A GENERAL PROVISIONS.....5

B. SPECIAL PROVISIONS9

C. SOLICITATION SPECIFICATIONS.....9

D. EVALUATION10

E. INSTRUCTIONS TO SUPPLIER11

F. CHECKLIST11

G. OTHER11

H. PRICE AND COST11

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 a state agency acquires by purchase, lease purchase, lease with option to purchase, or rental pursuant to the Oklahoma Central Purchasing Act;
- A.1.2.** "Bid" means an offer in the form of a bid, proposal or quote a bidder submits in response to a solicitation;
- A.1.3.** "Bidder" means an individual or business entity that submits a bid in response to solicitation;
- A.1.4.** "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.1.5.** "Supplier" 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", DCS-FORM-CP-076, and any other forms required by the solicitation.
- A.2.2.** Bids shall be submitted to the Central Purchasing Division in a single envelope, package, or container and shall be sealed. 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)", DCS-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 legibly written or typed. Any corrections to bids shall be initialed. Penciled bids and penciled corrections shall NOT be accepted and will be rejected as non-responsive.
- 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", DCS-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 Central Purchasing Division 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 Central Purchasing Division.
- A.3.3.** It is the Bidder's responsibility to check the DCS/Central Purchasing Division website frequently for any possible amendments that may be issued. The Central Purchasing Division 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 Central Purchasing Division with the following statement "This bid supersedes the bid previously submitted" in a single envelope, package, or container and shall be sealed. 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 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 Central Purchasing Division at the Department of Central Services, Will Rogers Building, 2401 N. Lincoln Blvd. First Floor, Suite 116, Oklahoma City, Oklahoma, 73105 at the time and date specified in the solicitation as Response Due Date and Time.

A.7. Bids Subject to Public Disclosure

Unless otherwise specified in the Oklahoma Open Records Act, Central Purchasing Act, or other applicable law, documents and information a bidder submits as part of or in connection with a bid are public records and subject to disclosure. 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.

A.8. Late Bids

Bids received by the Central Purchasing Division 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 Central Purchasing Division, shall constitute a contract.
- A.9.2.** The Contract resulting from this solicitation will consist of the following documents in order of preference: Contract award documents, including but not limited to the Purchase Order, Contract Modifications, required certification statement, affidavit, and change orders; the solicitation including any amendments; and the successful bid to the extent that the bid does not conflict with the requirements of the Contract award documents or solicitation or applicable law. In the event there is a conflict between any of the preceding documents, the Contract award documents prevail over the solicitation, and both the Contract award documents and the solicitation shall prevail over the successful bid.
- 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, 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

Clarification pertaining to the contents of this solicitation shall be directed in writing to the Central Purchasing Contracting Officer specified in the solicitation.

A.13. 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 580:15-4-11.

A.14. Award of Contract

- A.14.1.** 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.14.2.** Contract awards will be made to the lowest and best bidder(s) unless the solicitation specifies that best value criteria is being used.
- A.14.3.** 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 DCS website at the following link:
<https://www.ok.gov/dcs/vendors/index.php>.

A.15. Contract Modification

- A.15.1.** 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 Contract Modification, signed by the State Purchasing Director.
- A.15.2.** Any change to the Contract, including 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 Central Purchasing Division 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 Contract Modifications, 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.16. Delivery, Inspection and Acceptance

- A.16.1.** Unless otherwise specified in the solicitation or awarding documents, all deliveries shall be F.O.B. Destination. The bidder(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.16.2.** 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 Central Purchasing Division.

A.17. Invoicing and Payment

- A.17.1.** Pursuant to 74 O.S. §85.44(B), invoices will be paid in arrears after products have been delivered or services provided.
- A.17.2.** Interest on late payments made by the State of Oklahoma is governed by 62 O.S. §34.71 and 62 O.S. §34.72.

A.18. Tax Exemption

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

A.19. Audit and Records Clause

- A.19.1.** 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.19.2.** The successful bidder(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.20. 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.21. 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.22. 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.23. Termination for Cause

- A.23.1.** The supplier may terminate the Contract for default or other just cause with a 30-day written request and upon written approval from the Central Purchasing Division. The State may terminate the Contract for default or any other just cause upon a 30-day written notification to the supplier.
- A.23.2.** 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.23.3.** If the Contract is terminated, the State shall be liable only for payment for products and/or services delivered and accepted.

A.24. Termination for Convenience

- A.24.1.** 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.24.2.** 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.25. Insurance

The successful bidder(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 Central Purchasing Division and the procuring agency with evidence of such insurance and renewals.

A.26. 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.27. 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) available at www.dhs.gov/E-Verify.

A.28. 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.29. 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.

B. SPECIAL PROVISIONS

1.0 Deliveries to Secure Facilities

1.1 NOTICE TO VENDORS: Effective February 15, 2005, all tobacco and tobacco-like products are considered contraband and are not allowed at any medium or maximum security correctional facilities. Effective November 25, 2008, all electronic communication devices are considered contraband and are not allowed at any minimum, medium or maximum security correctional facilities. Vendors and delivery drivers should call ahead to the destination facility prior to meetings or deliveries, if you have questions regarding this policy. Effective April 15, 2011, all persons, vehicles and equipment are subject to search. Persons are typically pat searched and required to clear metal detection devices. Packages, briefcases, purses, etc., searched with x-ray equipment. Drug K-9 are used sporadically.

1.2 Contractors' employees must comply with the security requirements at each facility. Authorized Users are responsible for alerting Contractor to these requirements before or while placing their first order. Contractor must comply with all security and identification procedures at each location, at no cost to Authorized Users.

2.0 Common security restrictions include:

2.1 Identification: All of Respondent's employees, while working on State property, must carry or display acceptable identification. Requirements vary by Authorized User. For instance, some facilities require a visible photo ID badge, while correctional facilities may require a valid driver's license instead.

2.2 Vehicle Security: In many locations, drivers must turn off vehicle motors and lock cab doors whenever their truck is unattended.

2.3 Patient/Offender Contact: Delivery personnel must minimize interaction with offenders or patients, and must report any verbal contact to the Authorized User before leaving the site.

2.4 Drivers who enter secure facilities must have prior approval to enter from security staff, generally involving a background check to ensure that they are not convicted felons. Contractor shall comply with any requests from the Contracting Officer to reassign a driver from a delivery route, whether or not the driver has passed the background check. At some facilities, trucks will be searched prior to entry and exit, causing up to a 30 minute delay each way.

2.5 At most secure facilities, drivers cannot have any weapons (including jack knives or box cutters), cell phones, pagers, drugs, tobacco products or any item deemed to be potential contraband. Correctional officers can hold these items for drivers at the delivery sally-port and return them as the driver exits the grounds. Any illegal items will not be returned

C. SOLICITATION SPECIFICATIONS

1.0 Purpose:

The Oklahoma Department of Corrections (DOC) is requesting evaluation of its current offender classification system (OCS).

2.0 Background:

2.1 The OCS is necessary to ensure that offenders are properly housed within the institutions without jeopardizing staff or public safety.

2.2 The current OCS is modeled after the classification system developed by Dr. James Austin as part of his work with the National Institute of Corrections Prison and Institutions Center. The objective offender population/classification model uses a two-step additive scale that scores an offender for maximum, medium, minimum custody levels and community placement. Both discretionary and mandatory over-rides can be used to depart from the scored level.

2.3 Oklahoma has established separate criteria for male and female offenders. This requires each system to be tested separately. Initial classification is completed at admission to the DOC and relies more on information available at intake. Reclassification is completed at least every 12 months or when an offender's status has changed requiring a review to increase or decrease the offender's security level. The reclassification is more influenced by the offender's behavior while incarcerated. For Fiscal Year 2011 (FY11; July 1, 2010 through June 30, 2011), there were 1,172 receptions and 1,109 initial custody assessments for females and 7,177 receptions and 7,075 initial custody assessments for males. For FY11, excluding initial custody assessments, there were 3,922 incarcerates and 2,273 custody assessments for females and 30,274 incarcerates and 21,041 custody assessments for males.

2.4 The OCS is fully automated which will allow evaluation of the extent to which the OCS is being used as designed and whether it is sorting offenders by their risk to institutional management.

3.0 Scope of Work, Methods and Major Tasks:

Below is a listing of the major tasks to be completed as part of the evaluation. For each task a description is provided.

3.1.1 Offender Record/Case Audit

The Vendor shall specify the size and characteristics of the sample(s) to be drawn from the offender management system. Utilizing the original source data in the physical case files, a select group of DOC case management experts will repeat the initial and/or custody assessment processes on the sample(s) and will enter this data on an electronic spreadsheet. The spreadsheet will be constructed by the vendor to record the results and conduct the analysis.

Data from the Offender Management System, (OMS) will be appended to the electronic spreadsheet, to include all items on the initial and/or custody assessments. Any other key data elements available on OMS (e.g., demographics, escapes, misconduct and movement history) and requested by the Vendor will be appended to or provided in a separate electronic file.

As deemed necessary by the Vendor, the Vendor shall verify information contained in the sample or in a sub-sample of physical case files. Case files may only be viewed at a mutually agreed upon location in Oklahoma. The physical case files shall not be released from DOC custody.

This audit shall test the accuracy of the data stored in the OMS as compared to the original source data contained in the field file.

3.2 Reliability Test:

Utilizing the electronic spreadsheet developed above, the Vendor shall conduct an analysis to determine the accuracy of each scoring item and the overall scale. - If there are differences in the reliability test, the items causing the errors will be identified.

3.3 Validation Test:

3.3.1 Once tasks 1 and 2 are completed, the Vendor shall request an extract file from OMS for the total current daily population that contains the initial and subsequent custody assessments associated with each offender. The offender's current housing location and all disciplinary records contained in OMS will be appended to each record. Any other offender-level data relevant to the analyses and contained in OMS may also be requested by the Vendor. The Vendor shall determine statistically how each offender is being scored on each initial and reclassification item, the scored custody level, the number and types of overrides being used, the final or recommended classification level and the extent to which the OCS is housing offenders by risk as measured by the disciplinary infractions.

All of this analysis shall be done by gender to identify if there are flaws in the current process.

3.4 Test changes to the Current Classification System:

3.4.1 If the results of the above analyses show that changes should be made to the current classification system then the proposed changes shall be evaluated by the vendor sampling specific cases to see what the effects of suggested changes would be on the overall custody level distributions. Recommendations shall be based on validated objective criteria. The recommended system shall have the ability to use over-rides (both discretionary and mandatory); however, overrides shall not exceed 20% of the assessments.

3.5 Reports:

3.5.1 An interim report shall be submitted to the DOC on the classification system, operations, data system and reliability following completion of the reliability tests. A final report shall include the case audit results, validity and reliability results, tests of modifications and final recommendations. Copies of all data files shall be returned to DOC.

D. EVALUATION

1.0 Negotiations:

Proposals will be evaluated on the "best value" determination in accordance with the State of Oklahoma Statute Title 74, Section 85.5 and OAC 580:16-7-34, the State of Oklahoma reserves the right to negotiate with one, all, or none of the vendors responding to this solicitation to obtain the best value for the State. Negotiations may 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 as negotiable and not artificially be constrained by internal corporate policies. Negotiation may be with one or more vendors, for any and all items in the vendor's offer. Once the evaluation is complete, the recommendation will be forwarded to the Department of Central Services, Central Purchasing Division for final approval and award of contract. The State reserves the right to negotiate with one or more suppliers.

Firms that contend 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:

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

1.2 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.

1.3 Terms, conditions, prices, methodology, or other features of the vendors offer may be subject to negotiations and subsequent revision. As part of the negotiations, the vendor 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.

1.4 The requirements of the mandatory requirements of the Request for this solicitation shall not be negotiable and shall remain unchanged unless the Central Purchasing Division determines that a change in such requirements is in the best interest of the State of Oklahoma.

1.5 BEST and FINAL. We may request best and final offers if deemed necessary, and will determine the scope and subject of any best and final request. However, you should not expect that we will ask for best and finals to give you an opportunity to strengthen your proposal. Therefore, you must submit your best offer based on the terms and condition set forth in this solicitation

E. INSTRUCTIONS TO SUPPLIER

None

F. CHECKLIST

1.0 Attachment A- Male Offenders Initial Custody Assessment/Facility Assignment Form

2.0 Attachment B- Male Offenders Custody Assessment Scale

3.0 Attachment C- Female Offenders Initial Custody Assessment Facility Assignment Form

4.0 Attachment D- Female Offenders Custody Assessment Scale

5.0 Attachment E- DOC Vendor Contract Monitoring Plan

G. OTHER

None

H. PRICE AND COST

Vendors shall cost their proposal based on evaluating both the male and female custody assessments systems and based on evaluating the male custody assessment system only. DOC reserves the right to except or reject either pricing proposal.

Male Offenders
Oklahoma Department of Corrections
Initial Custody Assessment/Facility Assignment Form

A. IDENTIFICATION	Facility: _____	Date: ____/____/____
Offender Name (Last, First, Middle): _____		DOC#: _____
Reception Date: ____/____/____ (from Assessment/Reception Center)	Race/Gender: ____/____	DOB: ____/____/____

B. CUSTODY EVALUATION	Score												
1. SEVERITY OF CONVICTIONS ON CURRENT INCARCERATION Rate the most serious charge/conviction, including CC, CS, SS, refile cases, detainers/warrants • Low = 0 pts. • Moderate = 2 pts. • High = 5 pts. • Highest = 6 pts. Offense _____ Case Number _____ Discharge/Conviction Date ____/____/____	_____												
2. SERIOUS OFFENSE HISTORY • None or Low (past 5 yrs.) = 0 pts. • High (past 10 yrs.) = 4 pts. • Moderate (past 5 yrs.) = 1 pt. • Highest (past 10 yrs.) = 6 pts. Offense _____ Case Number _____ Discharge/Conviction Date ____/____/____	_____												
3. ESCAPE HISTORY • No escapes or attempts = 0 pts. _____ • Escape from community supervision (PPCS, GPS, EMP) within past 2 years = 6 pts. _____ • Escape or attempted escape from minimum security, community corrections (ccc/cwc/hwh), TDU or Juv. AWOL, within the past 5 years = 6 pts. _____ • Two or more escapes or attempted escapes from min., community corrections, community supervision, TDU or Juv. AWOL, within the past 10 years = 6 pts. _____ • Escape or attempted escape from medium or maximum security, jail, juvenile institution/detention center, segregated housing unit or escape from any level of security that resulted in an injury to another or a felony conviction for a violent crime while on escape status within the past 10 years of date of reception = 10 pts. _____ Facility _____ Security Level _____ Escape Date _____ Apprehension Date _____ Facility _____ Security Level _____ Escape Date _____ Apprehension Date _____	_____												
4. MAXIMUM CUSTODY SCORE (Add items 1, 2, and 3) SCORE OF 8 OR HIGHER, ASSESS TO MAXIMUM CUSTODY:	Subtotal: _____												
5. PRIOR FELONY CONVICTIONS/INCARCERATIONS (Past 10 years) NONE = 0 ONE = 2 TWO OR MORE = 4 Offense _____ Case Number _____ Case Type _____ Offense _____ Case Number _____ Case Type _____	_____												
6. DISCIPLINARY HISTORY • None = 0 pts. • Three or more Class B disciplinary convictions, past 1 yr. = 1 pts. • One or more Class A disciplinary convictions, past 2 yrs. = 2 pts. • One or more Class X disciplinary convictions, past 2 yrs. = 3 pts. • One or more Class X 01-4, 04-1, 04-3 (prior to 9/89), 04-8 during current incarceration or within the past 10 yrs. = 3 pts. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">CODE</th> <th style="width: 33%;">CLASS</th> <th style="width: 33%;">DATE</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	CODE	CLASS	DATE										_____
CODE	CLASS	DATE											
7. CURRENT AGE (Enter indicated points) • Age 25 or younger = 3 pts. • Ages 26 to 31 = 2 pts. • Ages 32-39 = 1 pt.	_____												

- Ages 40-49
- Age 50 or above unless points in escape section

= 0 pts.
= -1 pt.

8. **COMPREHENSIVE CUSTODY SCORE (Add items 1-7)**

Total Score: _____

C. SCALE SUMMARY AND RECOMMENATIONS

1. CUSTODY LEVEL INDICATED BY SCALE

- 6 or fewer points on items 1-7 = Minimum
- 7 to 12 points on items 1-7 = Medium
- 8 or more points on items 1-3 = Maximum
- 13 or more points on items 1-7 = Maximum

2. MANDATORY OVERRIDES (No lower than medium security)

- Restricted Earned Credits w/excessive days
- Time Left to Serve (Highest crime category)
- ICE Detainer (High and Highest Crime Category)
- Life/Life without Parole
- Max. Sec. w/100 or more years

3. DISCRETIONARY OVERRIDES FOR HIGHER CUSTODY LEVEL

- Circumstances of the Offense
- History of Violence
- Gang Affiliation
- Time Left to Serve
- Sentence of Life/Life Without Parole
- Management Problem
- Escapes
- Felony Detainers
- Pending Cases
- Other (specify) _____

4. DISCRETIONARY OVERRIDES FOR LOWER CUSTODY LEVEL

- Circumstances of Offense
- Time Left to Serve
- Prior Outstanding Conduct
- Other (specify) _____

5. OFFENDER PROGRAM NEEDS

- Physical Health
- Criminal Thinking
- Substance Abuse Treatment
- Other _____
- Mental Health
- Phase I
- Vocational Training
- Education
- Reentry

6. RECOMMENDED CUSTODY LEVEL

☐ Minimum ☐ Medium ☐ Maximum

7. ☐ COMMUNITY PLACEMENT – 1460 Days remaining or less and eligibility per OP-060104
☐ GPS <Sentence of five years or less and meet eligibility as outlined in OP-061001

8. COMMENTS:

D. SIGNATURES

CM Code _____

Case Manager: _____ Date ____/____/____
Offender: _____ Date ____/____/____
Classification Chair: _____ Date ____/____/____

E. REVIEW AUTHORITY

Custody Level ☐ Concur ☐ Do Not Concur Change to: ☐ Min. ☐ Med ☐ Max

Reason for changes: _____

Routine: _____ Date ____/____/____
Non-Routine: Facility Classification Coordinator: _____ Date ____/____/____
(If Custody Level Changed) Offender Signature: _____ Date ____/____/____
Date Transferred: _____ Facility Assigned: _____

MALE OFFENDERS
Oklahoma Department of Corrections
Custody Assessment Scale

A. IDENTIFICATION: Facility: _____ Date: ____/____/____
 Offender Name (Last, First, Middle Initial): _____ Offender DOC#: _____
 Reception Date: _____ Race/Sex: ____DOB____ Date of Last Review: _____
 (assessment and reception center)

B. CUSTODY EVALUATION: Score

1. SEVERITY OF CONVICTION on CURRENT INCARCERATION

(Use the Offense Severity Scale in Attachment A: rate most serious current charge/conviction, including CC, CS, SS, rebill cases, detainers, and warrants)

- Low = 0 pts. • High = 5 pts.
- Moderate = 2 pts. • Highest = 6 pts.

Offense: _____ Case Number: _____ Case Type: _____

2. SERIOUS OFFENSE HISTORY (From the date of assessment, Use Offense Severity Scale in Attachment A)

- None or Low (Past 5 yrs.) = 0 pts. • High (past 10 yrs.) = 4 pts.
- Moderate (past 5 yrs.) = 1 pt. Highest (past 10 yrs.) = 6 pts.

Offense: _____ Case Number: _____ Discharge/Conviction: _____ Date: ____/____/____

3. ESCAPE HISTORY

- No escapes or attempts = 0 pts. _____
- Escape from community supervision (PPCS, GPS or EMP) past two years = 6 pts. _____
- Escape or attempted escape from min. custody, com. corrections, TDU juv. AWOL past five years = 6 pts. _____
- Two or more escapes or attempted escapes from minimum, community corrections, TDU juv. AWOL, community supervision w/in ten years = 6 pts. _____
- Escapes from any level of security that result in an injury or a felony conviction for a violent crime while on escape status during this incarceration or w/in ten years of a prior incarceration from the date of this custody assessment = 10 pts. _____
- Escape or attempted escape from medium (jails, juvenile institutions, detention centers, SHU) or maximum security during this incarceration or w/in ten years of a prior incarceration from the date of this custody assessment = 10 pts. _____

Facility _____ Security Level _____ Escape Date ____/____/____ Apprehension Date ____/____/____
 Facility _____ Security Level _____ Escape Date ____/____/____ Apprehension Date ____/____/____

4. MAXIMUM CUSTODY SCORE (Add item 1, 2, 3)

SCORE OF 12 OR HIGHER, ASSESS TO MAXIMUM CUSTODY:

Subtotal: _____

5. NUMBER of ACTIVE DISCIPLINARY CONVICTIONS

(Class A&B – last six months, Class X – last two years)

	Code	Class	Date
• None = 0pts.	_____	_____	_____
• One = 1pt.	_____	_____	_____
• Two = 2 pts.	_____	_____	_____
• Three or more = 3 pts.	_____	_____	_____

6. MOST SERIOUS DISCIPLINARY CONVICTION (within last 12 months)

No expiration on current incarceration or within ten years using the date of current assessment for the following Class X offenses: 01-4, 04-1, 04-8 (04-3 prior to September 14, 1989)

	Code	Class	Date
• None = 0 pts.	_____	_____	_____
• Class B = 0 pts.	_____	_____	_____
• Class A = 2 pts.	_____	_____	_____
• Class X = 4 pts.	_____	_____	_____

7. ASSIGNED PROGRAM PARTICIPATION (since last classification)

- None, waiting list, enrolled, participating = 0 pts. _____
- Completed program within past two years (unless has points in the escape section) = -1 pt. _____

Recommended Program: _____ Completion Date: ____/____/____

8. ADJUSTMENT (indicate earned credit class level assigned)

- Level 1 = 1 pt. _____
- Level 2 (or has points in the escape section) = 0 pt. _____
- Level 3 and 4 (unless there are points in the escape section) = -1 pt. _____

9. CURRENT AGE

- Age 25 or Younger
- Age 26 to 31
- Age 32 to 39 (or has points in the escape section)
- Age 40 to 49 (unless has points in the escape section)
- Over 50 (unless has points in the escape section)

= 2 pts.
= 1 pt.
= 0 pt.
= -1 pt.
= -2 pts.

10. COMPREHENSIVE CUSTODY SCORE (add items 1-9)

Total Score:

C. SCALE SUMMARY AND RECOMMENDATIONS:

1. CUSTODY LEVEL INDICATED by SCALE

Assessed Custody Level: _____

- ☐ 6 or fewer points on items 1-9 = Minimum
- ☐ 7-12 points on items 1-9 = Medium
- ☐ 12 or more points on items 1-3 = Maximum
- ☐ 13 or more points 1-9 = Maximum

2. MANDATORY OVERRIDES (No lower than medium security) reason is required

- ☐ Life/Life without Parole
- ☐ Time Left to Serve (Highest Crime Category)
- ☐ Restricted Earned Credits With excess days
- ☐ ICE Detainer (High or Highest Crime)

3. DISCRETIONARY OVERRIDES FOR HIGHER CUSTODY LEVEL- reason is required

- ☐ Circumstances of the offense
- ☐ History of Violence
- ☐ Gang Affiliation
- ☐ Time left to serve
- ☐ Management Problem
- ☐ Escapes
- ☐ Felony Detainer
- ☐ Pending Cases
- ☐ Other (specify): _____

4. DISCRETIONARY OVERRIDES for LOWER SECURITY LEVEL reason is required

- ☐ Circumstances of the Offense
- ☐ Time Left to Serve
- ☐ Outstanding Conduct
- ☐ Other (specify): _____

5. RECOMMENDED CUSTODY LEVEL

- ☐ Minimum (< 7300 days)
- ☐ Medium
- ☐ Maximum

6. ☐ Community Placement (<2920 remaining and meet eligibility for community as outlined in OP-060104)

- ☐ GPS eligible after 30 days at community as outlined in OP-061001

7. Custody Level Assignment: _____

8. Comments: _____

9. SIGNATURES

Preparer's Signature: _____
Committee Member: _____
Committee Member: _____
Committee Chair: _____
Offender Signature: _____

Date: _____
Date: _____
Date: _____
Date: _____
Date: _____

D. REVIEW AUTHORITY:

☐ Concur ☐ Do not Concur Changed to: ☐ Min. ☐ Med. ☐ Max.

Reason for Change: _____

Routine: Case Mgr./Coord./ Supv: _____ Date: _____

Non Routine: Facility Head Signature: _____ Date: _____

(If Changed) Offender Signature: _____ Date: _____

E. DIVISION OFFICE:

☐ Concur ☐ Do not Concur Changed to: ☐ Min ☐ Med. ☐ Max.

Reason for Change: _____

Deputy Director/Private Prison and Jail Administrator/designee: _____ Date: _____

F. POPULATION OFFICE:

☐ Concur ☐ Do not Concur Changed to: ☐ Min. ☐ Med. ☐ Max.

Reason for Change: _____

Administrator/Population Coordinator or Population Officer: _____ Date: _____

Distribution : White: Population Office (Send back to receiving facility for field file)
Pink: Population Office
Canary: Field file before approval
Goldenrod: Offender before transfer

Female Offenders
Oklahoma Department of Corrections
Initial Custody Assessment Facility Assignment Form

A. IDENTIFICATION	Facility: _____	Date: ____/____/____
Offender Name (Last, First, Middle): _____	DOC#: _____	
Reception Date: ____/____/____	Race/Gender: ____/____	DOB: ____/____/____
(from Assessment /Reception Center)		

B. CUSTODY EVALUATION	Score
------------------------------	--------------

1. SEVERITY OF CONVICTIONS ON CURRENT INCARCERATION	_____
---	-------

Rate the most serious charge/conviction, including CC, CS, SS, rebill cases, detainers/warrants

- Low = 0 pts. • Moderate = 2 pts. • High = 5 pts. Highest = 6 pts.

Offense _____ Case Number _____ Discharge/Conviction Date ____/____/____

2. SERIOUS OFFENSE HISTORY	_____
----------------------------	-------

- None or Low (past 5 yrs.) = 0 pts. • High (past 10 yrs.) = 4 pts.
- Moderate (past 5 yrs.) = 1 pt. • Highest (past 10 yrs.) = 6 pts.

Offense _____ Case Number _____ Discharge/Conviction Date ____/____/____
 Offense _____ Case Number _____ Discharge/Conviction Date ____/____/____

3. ESCAPE HISTORY	_____
-------------------	-------

- No escapes or attempts = 0 pts. _____
- Escape from community supervision (PPCS, EMP, GPS) within past 2 years = 6 pts. _____
- Escape or attempted escape from minimum security, community corrections (CCC/WC/HWH), TDU or juvenile AWOL within past 5 years = 6 pts. _____
- Two or more escapes or attempted escapes from minimum, community = 6 pts. _____
- corrections, community supervision, TDU or juvenile AWOL within the past 10 years
- Escape or attempted escape from medium or maximum security, jail, juvenile institution/detention center, segregated housing unit or any escape that resulted in an injury or a conviction for a violent crime within the past 10 years of date of reception. = 7pts. _____

Facility _____ Security Level _____ Escape Date _____ Apprehension Date _____

Facility _____ Security Level _____ Escape Date _____ Apprehension Date _____

4. PRIOR FELONY CONVICTIONS/INCARCERATIONS (Past 10 years)	_____
--	-------

None = 0 One = 2 Two or more = 4

Offense _____	CF Number _____	Case Type _____
Offense _____	CF Number _____	Case Type _____

5. DISCIPLINARY HISTORY	_____
-------------------------	-------

- None = 0 pts.
- Three or more Class B disciplinary convictions, past 1 yr. = 1 pts.
- One or more Class A disciplinary convictions, past 2 yrs. = 2 pts.
- One or more Class X disciplinary convictions, past 2 yrs. = 3 pts.
- One or more Class X 01-4, 04-1, 04-3 (prior to 9/89), 04-8 during current incarceration or within past 10 years. = 3 pts.

CODE	CLASS	DATE

6. MEDICAL, MENTAL HEALTH, AND ALCOHOL /DRUG ABUSE (within past five years) _____

- None = -1 pts.
- One = 0 pt.
- Two = 1 pt.
- Three or more = 2 pts.

7. CURRENT AGE (Enter indicated points) _____

- Age 20 or younger = 2 pts.
- Between 21 and 30 = 1 pt.
- Between 31 and 38 = 0 pts.
- 39 and over = -1 pt.

8. **COMPREHENSIVE CUSTODY SCORE (Add items 1-7)**

Total Score: _____

C. SCALE SUMMARY AND RECOMMENDATIONS

1. CUSTODY LEVEL INDICATED BY SCALE

- 6 or fewer points on items 1-7 = Minimum
- 7 or more points on items 1-7 = Medium

2. MANDATORY OVERRIDES (No lower than medium security)

- Restricted Earned Credits
- Life without Parole, Life or 100 or more years
- Time Left to Serve (Highest crime category)
- ICE Detainer

3. DISCRETIONARY OVERRIDES FOR HIGHER CUSTODY LEVEL

- Circumstances of the Offense
- History of Violence
- Gang Affiliation
- Time Left to Serve
- Management Problem
- Escapes
- Felony Detainers
- Pending Cases
- Other (specify) _____

4. DISCRETIONARY OVERRIDES FOR LOWER CUSTODY LEVEL

- Circumstances of Offense
- Time Left to Serve
- Prior Outstanding Conduct
- Other (specify) _____

5. OFFENDER PROGRAM NEEDS

- Physical Health
- Criminal Thinking
- Substance Abuse Treatment
- Other _____
- Mental Health
- Education
- Reentry
- Vocational Training
- Phase I

6. RECOMMENDED CUSTODY LEVEL

☐ Minimum ☐ Medium

7. ☐ Community Placement – 2920 days remaining or less and eligibility per OP-060104
☐ GPS <Sentence of five years or less and meet eligibility as outlined in OP-061001

8. COMMENTS

SIGNATURES

CM Code _____

D.

Case Manager: _____

Date ____/____/____

Offender: _____

Date ____/____/____

Classification Chair: _____

Date ____/____/____

E. REVIEW AUTHORITY

Custody Level

☐ Concur☐ Do Not ConcurChange to: ☐ Min. ☐ Med

Reason for changes: _____

Routine: _____

Date ____/____/____

Non-Routine: Facility Classification Coordinator: _____

Date ____/____/____

(If Custody Level Changed) Offender Signature: _____

Date ____/____/____

Date Transferred: _____ Facility Assigned: _____

FEMALE OFFENDERS
Oklahoma Department of Corrections
Custody Assessment Scale

A. IDENTIFICATION:		Facility: _____	Date: ____/____/____
Offender Name (Last, First, Middle Initial): _____		DOC#: _____	
Reception Date: _____ (assessment and reception center)		Race/Sex: _____	Date of Birth: _____
B. CUSTODY EVALUATION:			<u>Score</u>
1. SEVERITY OF CONVICTION on CURRENT INCARCERATION (Use the Offense Severity Scale in Attachment A: rate most serious current charge/conviction, including CC, CS, SS, rebill cases, detainers, and warrants) Low= 0 pts. Moderate = 2 pts. High = 5 pts. Highest = 6 pts Offense: _____ Case Number: _____ Case Type: _____			<input style="width: 50px;" type="text"/>
2. ESCAPE HISTORY			
<ul style="list-style-type: none"> • No escapes or attempts = 0 pts. <input style="width: 50px;" type="text"/> • Escape from community supervision (PPCS, GPS EMP) past two years = 6 pts. <input style="width: 50px;" type="text"/> • Escape or attempted escape from minimum custody, community corrections TDU juvenile AWOL, within the past five years = 6 pts. <input style="width: 50px;" type="text"/> • Two or more escapes or attempted escapes from minimum, community corrections TDU juvenile AWOL, community supervision within ten years = 6 pts. <input style="width: 50px;" type="text"/> • Escapes from any level of security that result in an injury or a felony conviction for a violent crime while on escape status this incarceration or within ten years from a prior incarceration = 7 pts <input style="width: 50px;" type="text"/> • Escape or attempted escape from medium (jails, juvenile institutions, detention centers, shu) or maximum security during this incarceration or within ten years from a prior incarceration = 7 pts <input style="width: 50px;" type="text"/> 			
Facility _____ Security Level _____		Escape Date _____ Apprehension Date _____	
Facility _____ Security Level _____		Escape Date _____ Apprehension Date _____	
Subtotal: _____			
3. MEDICAL, MENTAL HEALTH, SUBSTANCE ABUSE NEEDS			
<ul style="list-style-type: none"> • No Severe Need = -1pt. <input style="width: 50px;" type="text"/> • One Severe Need = 0 pt. <input style="width: 50px;" type="text"/> • Two Severe Needs = 1 pt. <input style="width: 50px;" type="text"/> • Three Severe Needs = 2 pts. <input style="width: 50px;" type="text"/> 			
4. NUMBER of ACTIVE DISCIPLINARY CONVICTIONS (Class A&B – last 6 months, Class X – last two years)			<input style="width: 50px;" type="text"/>
		Code	Class
• None	= 0pts.	_____	_____
• One	= 1pt.	_____	_____
• Two	= 2 pts.	_____	_____
• Three or more	= 3 pts.	_____	_____
5. MOST SERIOUS DISCIPLINARY CONVICTION (within last 12 months) No expiration on current incarceration or within the past ten yrs using the date of current assessment for the following Class X offenses: 01-4, 04-1, 04-8 (04-3 prior to September 14, 1989)			<input style="width: 50px;" type="text"/>
		Code	Class
• None	= 0pts.	_____	_____
• Class B	= 0pts.	_____	_____
• Class A	= 2 pts.	_____	_____
• Class X	= 4 pts.	_____	_____
6. ASSIGNED PROGRAM PARTICIPATION (since last classification)			
<ul style="list-style-type: none"> • None, waiting list, enrolled, participating (or has points in escape section) = 0 pts. <input style="width: 50px;" type="text"/> • Completed program within past two years = -1 pt. <input style="width: 50px;" type="text"/> 			
Recommended Program: _____		Completion/Failure Date: ____/____/____	
7. ADJUSTMENT (indicate earned credit class level assigned)			
<ul style="list-style-type: none"> • Level 1 = 1 pt. <input style="width: 50px;" type="text"/> • Level 2 (or has points in the escape section) = 0 pt. <input style="width: 50px;" type="text"/> • Level 3 and 4 (unless has points in the escape section) = -1 pt <input style="width: 50px;" type="text"/> 			
8. CURRENT AGE			
<ul style="list-style-type: none"> • Age 20 or younger = 2 pts. <input style="width: 50px;" type="text"/> • Age 21 to 38 = 0 pts. <input style="width: 50px;" type="text"/> 			

- Age 39 years or older (unless there are points in the escape section)

= -1 pt.

9. COMPREHENSIVE CUSTODY SCORE (add items 1-8)

Total Score:

C. SCALE SUMMARY AND RECOMMENDATIONS:

Assessed Custody Level: _____

1. CUSTODY LEVEL INDICATED by SCALE

☐ 6 or fewer points on items 1-8

= Minimum

☐ 7 or more points 1-8

= Medium

2. MANDATORY OVERRIDES (No lower than medium security) REASON IS REQUIRED

☐ Time Left to Serve (Highest Crime Category)

☐ Restricted Earned Credits

☐ Life/Life without Parole

☐ ICE Detainer (High or Highest Crime)

3. DISCRETIONARY OVERRIDES FOR HIGHER CUSTODY LEVEL-- REASON IS REQUIRED

☐ Circumstances of the offense

☐ Management Problem

☐ History of Violence

☐ Escapes

☐ Gang Affiliation

☐ Felony Detainer

☐ Time left to serve

☐ Pending Cases

☐ Other (specify): _____

4. DISCRETIONARY OVERRIDES for LOWER SECURITY LEVEL --REASON IS REQUIRED

☐ Circumstances of the Offense

☐ Outstanding Conduct

☐ Time Left to Serve

☐ Other (specify): _____

5. RECOMMENDED CUSTODY LEVEL

☐ Minimum

☐ Medium

6. ☐ Community Placement < 2920 days remaining and eligibility for community placement per OP-060104

☐ GPS eligible after 30 days at community as outlined in OP-061001

Custody Level Assignment: _____

8. **Comments:** _____

9. **SIGNATURES:**

Preparer's Signature _____

CM Code/Badge: _____

Date: _____

Committee Member _____

Date: _____

Committee Member _____

Date: _____

Committee Chair _____

Date: _____

Offender Signature _____

Date: _____

D. REVIEW AUTHORITY:

☐ Concur

☐ Do not Concur

Changed to:

☐ Min.

☐ Med.

Reason for Change: _____

Routine: Case Mgr./Coord./Supv: _____

Date: _____

Non Routine: Facility Head Signature: _____

Date: _____

(If Changed) Offender Signature: _____

Date: _____

E. DIVISION OFFICE:

☐ Concur

☐ Do not Concur

Changed to:

☐ Min.

☐ Med.

Reason for Change: _____

Deputy Director/Private Prison and Jail Administrator/designee: _____

Date: _____

F. POPULATION OFFICE:

☐ Concur

☐ Do not Concur

Changed to:

☐ Min.

☐ Med.

Reason for Change: _____

Administrator/Population Coordinator or Population Officer: _____

Date: _____

Distribution:

White:

Population Office

Pink:

Field file before approval

Canary:

Offender before transfer

Goldenrod:

Offender before transfer

DOC Vendor Contract Monitoring Plan

Date 7/12/2012Requisition# 1310014560

P.O.# _____ Contract Period: _____ to _____

Contractor: _____

DOC Program: Evaluation of Male and Female and Male Offender Classification SystemContract Monitor: Donna Hayles

Pursuant to 74 § 85.4E(1)c and 85.41B, DOC is required to develop a written monitoring plan that identifies specific personnel of DOC to carryout activities to monitor the performance and compliance of nonprofessional and professional service contractors. The individual identified by DOC to carryout this function shall be called the Contract Monitor. The Contract Monitor must use information from the contract/ITB to develop the Contract Monitoring Plan. The Contract Monitoring Plan identifies the planned, ongoing, and periodic activities that the Contract Monitor will carryout during the contract period to ensure the contractor's adherence to the scope of work and compliance with the terms and conditions set forth in the contract. Those activities listed below that are defaulted with an "X" are mandatory activities that are required for all service contracts. The Contract Monitor shall use information from the Contract to determine and select additional monitoring activities that apply. During the contract period it shall be the responsibility of the Contract Monitor to ensure that all activities defined by the Contract Monitoring Plan are completed. While carrying out the Contract Monitoring Plan activities, the Contract Monitor should document all progress, communications and monitoring activity. All documentation obtained/generated during execution of the Contract Monitoring Plan must be forwarded to the Contracts and Acquisitions Unit for placement in the agency contract file of record.

Upon completion of the Contract Monitoring Plan the Contract Monitor must sign and date the plan below and forward to Contracts and Acquisitions with the contract/ITB/RFP.

Donna Hayles
Contract Monitor

7-12-12
Date

SECTION 1. Activities which are required for all professional and non-professional services contracts.

**REQUIRED
ACTIVITY**



1.1 Invoice Review and Approval

The Contract Monitor will conduct a review of each invoice submitted by the Contractor. The overall purpose of the invoice review is to ensure the receipt of the contractually required services and pricing and monitor the quality and quantity of the services.

Frequency: with the receipt of each Contract invoice



1.2 Review and Adjustment of Encumbrance Balances

The Contract Monitor will conduct a periodic review of the Contractor's expenditures. This process will allow the Contract Monitor to determine the validity of the contract encumbrance balance and may help identify if there is a need for a contract modification.

Frequency: periodically, no less than quarterly

SECTION 2. Activities which are required for all professional services contracts.

**REQUIRED
ACTIVITY**



2.1 Performance Evaluation

The Contractor Monitor will complete a performance evaluation form, as required by the Central Purchasing Act, to document the Contractor's satisfactory or unsatisfactory performance during the contract period. If the Contract Monitor determines the Contractor's performance to be unsatisfactory, the Contract Monitor will also complete a Department of Central Services Vendor Complaint Form and provide details of the performance issues and all attempts to resolve these issues with the Contractor.

Frequency: once, after end of the contract period

SECTION 3. Activities which are not required for all service contracts, but may be marked as required by the contract monitor for a particular contract.

REQUIRED
ACTIVITY



3.1 Review and Approval of Required Reports and Deliverables

The Contract Monitor will work with the Contractor to ensure that contractually required reports/deliverables are submitted to DOC within the required time period. The reports/deliverables must contain all of the information that is required by the contract language.

Frequency: as defined by the contract (list contractually required reports/deliverables below)

Description of Report/Deliverable Required	Due Date
Reports. An interim report shall be submitted to the DOC on the classification system, operations, data system and reliability following completion of the reliability tests. A final report shall include the case audit results, validity and reliability results, tests of modifications and the final recommendations.	



3.2 Site Visits

In the event the contractor's activities and/or deliverables are complex, large dollar amount or involve client activities a site visit may be performed during the contract period. The Site Visit will provide a review of various components of a contractor's performance to measure their progress towards successful completion of the scope of work and monitor compliance with the contract requirements.

Frequency: as necessary



3.3 State Librarian and Archivist Report

The final product/deliverable of the contract is a report. In accordance with state requirements, the Contractor Monitor will file a copy of the final report to the State Librarian and Archivist.

Frequency: upon completion of the deliverable (report)

Reference: O.S. Title 74, § 85.41



3.4 Periodic Contact with Contractor

The Contractor Monitor will serve as the primary point of contact between the DOC and the Contractor. The Contract Monitor will have routine periodic contact with the Contractor, throughout the contract period, by way of phone, email, face to face meetings, and/or written correspondence. This periodic contact will provide an opportunity to review the progress of the Contractor.



3.5 Technical Assistance

The Contractor Monitor is the programmatic expert with regards to the programmatic elements of the contract. Throughout the contract period the Contract Monitor shall be proactive in looking for indicators that the Contractor may need technical assistance.

Frequency: throughout the contract period, as determined by the Contract Monitor



3.6 Additional Monitoring Activities

The Contractor Monitor will determine if additional monitoring activities are needed or required by the contract.

One of the following additional activities will be completed during the contract period.

_____ client surveys

_____ informal contract staff surveys

_____ other, specify the activity and frequency in the box below:

--



SOLICITATION REQUEST

☐ Request for Quote☐ Request for Proposal☐ Request for Bid**Dispatch via Print**

Department of Corrections
DEPARTMENT OF CORRECTIONS
3400 MARTIN LUTHER KING AVE
OKLAHOMA CITY OK 731360400

Vendor: NAME

Address: _____

Address: _____

City: _____ ST: _____ ZIP: _____

Request Quote ID.	Date	Buyer	Page
1310003564	07/12/2012	Tammy Howard (580)	1
Payment Terms	DateTime Quote Open	Closing	
45 Days	07/16/2012 09:26 AM	08/07/2012 03:00 PM	
Requisition Number Reference: From Req ID - 1310014560			

Ship To: DEPARTMENT OF CORRECTIONS
CLASSIFICATION AND PROGRAMS
15501 HIGHWAY 39 EAST
LEXINGTON OK 73051

Bill To: DEPARTMENT OF CORRECTIONS
FINANCE & ACCOUNTING - PURCHASING
PO BOX 11400
OKLAHOMA CITY OK 731360400

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
1	94101610 / 1000022235 SERVICE: Assessment Audit for Accreditation	1	EA		

Cost of evaluating male assessment system.

Freight Terms: FOB DEST**Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:

2	94101610 / 1000022235 SERVICE: Assessment Audit for Accreditation	1	EA		
---	---	---	----	--	--

Cost of evaluating both male and female assessment system.

Freight Terms: FOB DEST**Ship Via:** COMMON

Lead Time: _____

Supplier Remarks:

COMMENTS:

This is NOT AN ORDER

All returned quotes and related documents must be identified with our request for quote Number.

Authorized Signature