



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

**Notice of Statewide Contract
Award**

Official signed contract documents are on file with DCS-Central Purchasing.

Contract Title: Temporary Employment Services

Statewide Contract #: SW10800

Contract Issuance Date: June 15, 2009

Total Number of Vendors: 1 (For details see: Vendor Information Sheet)

Contract Period: Due to the conversion of new codes, this contract will be effective June 5, 2010 through June 30, 2010.

Agreement Period: July 1, 2009 through June 30, 2010 with the option to renew for three (3), additional one (1) year periods, with agreement of all parties.

Authorized Users: All State Agencies, members of Oklahoma Boards and Commissions. The Oklahoma Statutes state that Counties, School Districts and Municipalities may avail themselves of the contract.

Contract Priority: This contract is awarded according to the State Use Statute, Title 74, Chapter 48, Sections 3001-3010 et. seq. This is a MANDATORY statewide contract which must be used for the purchase of the above products.

Type of Contract: This is a firm fixed price contract for the indefinite delivery and indefinite quantity for the supplies specified

DCS-CP Contact: Larry Smith

Phone: 1 - 405 - 521 - 4474

Title: State Use Contracting Officer

Fax: 1 - 405 - 522 - 0199

Email: Larry_Smith@dcs.state.ok.us



State of Oklahoma
Department of Central Services
Central Purchasing

Awarded Vendors Information

Vendor Name: Galt Foundation

Vendor ID#: 0000067055

Vendor Address: Address: 3815 N Santa Fe, Suite 117

City: Oklahoma City

State: OK

Zip Code: 73118

Contact Person Name: Elizabeth Mincher

Phone #: 1 - 405 - 235 - 4490

Title: Business and Development Manager

Fax #: 1 - 405 - 236 - 2980

Email: Emincher@galtfoundation.org

Website: www.galtfoundation.org

Authorized Location: ☐ Locations list attached as *(attachment title)*

☒ Address: 3815 N Santa Fe, Suite 117

City: Oklahoma City

State: OK

Zip Code: 73118

Contract ID #: 000000000000000000002314

Delivery: Response time to requests are two (2) working days or sixteen (16) work hours.

Minimum Order: Sixteen (16) hours, per week for all Laborers/Forklift and Maintenance Worker positions. This minimum applies to the positions listed above only.

P/Card Accepted: ☒ Yes ☐ No

Other: FEI #: 93-1268744

Disclaimer: Galt Foundation temporary employees may drive Oklahoma State vehicles, provided the temporary employee is contracted through SW800/PS# 2314 with Galt Foundation. The temporary employee will not be covered under Oklahoma Risk Management insurance. The temporary employee driver will need to maintain a current copy of Galt Foundation's insurance provided a current MVR (Motor Vehicle Report) be supplied to Galt Foundation at the client's expense.

SW10800 – Temporary Employment Services General Provisions

This contract has been awarded in accordance with provisions of Senate Bill No. 4, Title 74, Section 3007 A:

“Whenever the State of Oklahoma or any of its agencies intends to procure any product or service included in the procurement schedule, that entity shall secure the product or service from a qualified nonprofit agency providing employment to people with severe disabilities at the fair market price determined by the Committee, if the product or service is available within the period required by the entity.” **Section 3007 B:** “An agency of this state shall not evade the intent and meaning of this section by slight variations from standards adopted by the Department of Central Services.” Amended by Laws 1996, c. 322, § 7, emerg. eff. June 12, 1996.

GP-3 Type of Contract.

This is a firm fixed price contract for indefinite delivery and indefinite quantity for the supplies/services specified.

GP-4 Authorized Users.

Bids shall cover requirements during the specified period for all State Departments, Boards, Commissions, Agencies and Institutions. The Oklahoma Statutes state that Counties, School Districts and Municipalities may avail themselves of the contract subject to the approval of the successful bidder(s).

CHECK APPROPRIATE BLOCK

- ☒ Yes, bid permits usage by other than State Agencies
☐ No, bid permits usage by State Agencies only.

GP-8 Oral Agreements.

No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the ITB or the resultant contract. All modifications to the contract must be made in writing by the Central Purchasing Division.

GP-13 Termination of Contract.

- (a) This contract can be canceled by the supplier for just cause with 30 day written request and upon written approval from Central Purchasing.
- (b) The State may cancel with just cause upon written notification to vendor.
- (c) Immediate cancellation shall be administered when violations are found to be an impediment to the function of the agency and detrimental to its cause, or when conditions preclude the 30 day notice.
- (d) If this contract is terminated, the State shall be liable only for payment under the payment provisions of this contract for supplies and/or services rendered before the effective date of termination.

GP-14 Extension of Contract.

The State may extend the term of this contract up to 90 days if mutually agreed upon by both parties in writing.

GP-15 Ordering.

Any supplies and/or services to be furnished under this contract shall be ordered by issuance of written purchase orders by state agencies and authorized entities. There is no limit on the number that may be issued. Delivery to multiple destinations may be required. All orders are subject to the terms and conditions of this contract. Any order dated prior to the expiration of this contract shall be performed. In the event of conflict between a purchase order and this contract the contract shall have precedence.

GP-16 State and Federal Taxes.

Purchases by the State are not subject to any sales tax or Federal excise tax. Exemption certificates will be furnished upon request.

GP-17 Contractor Invoices.

- (a) The vendor shall be paid upon submission of proper certified invoices to the ordering agency at the prices stipulated on the contract. Invoices shall contain the contract number and purchase order number. Failure to follow these instructions may result in delay of processing invoices for payment. The Company or Corporation bidding shall be the only office authorized to receive orders, invoice and receive payment. If the bidders wish to ship or provide service from a point other than the address listed on the face of the bid, he will furnish a list of these locations. No ordering or invoicing will be done at these locations.

Central Purchasing • Will Rogers Office Building (2401 N. Lincoln Boulevard), Suite 116 / P.O. Box 528803 • Oklahoma City, OK 73152-8803
Telephone: 405/521-2110 • Fax: 405/521-4475 • www.dcs.ok.gov

- (b) Invoicing shall be made in accordance with instructions by agency or division issuing the purchase order.
- (c) If you are paid more than 45 days after submitting a proper invoice, you may be entitled to claim an interest penalty. Contact the Office of State Finance at (405) 521-2141 for a copy of the regulations.
- (d) In cases of partial delivery the state agency may make partial payment, dependent on the dollar value, or hold all invoices for final delivery to be completed.

GP-19 Audit and Records.

- (a) 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. On forming any contract with the State, the successful bidder agrees any pertinent State or Federal agency will have the right to examine and audit all records relevant to execution of the resultant contract.
- (b) The successful bidder is required to retain all records relative to this contract for the duration of the contract term and for a period of three years, following completion and/or termination of the contract. If an audit, litigation, or other action involving such records are started before the end of the three year period, the records are required to be maintained for three years from the date that all issues arising out of the action are resolved or until the end of the three year retention period, whichever is later.

GP-20 Gratuities.

The right of the contractor to perform under this contract may be terminated by written notice if the Contracting Officer determines that the contractor, or its agent or another representative offered or gave a gratuity (e.g. an entertainment or gift) to an officer, official or employee of Central Purchasing.

GP-23 Contract Usage Reporting Requirements.

- (a) Reports shall provide the total dollar amounts sold to all political entities that include but are not limited to State Agencies, Counties, Cities, Schools, Hospitals and Municipalities.
- (b) Reports shall be submitted quarterly regardless of quantity.
- (c) Usage Reports shall be delivered to Central Purchasing, Suite 116 Will Rogers Building, 2401 N. Lincoln Blvd., Oklahoma City, OK within 30 calendar days upon completion of performance quarter period cited in paragraph "d" of this contract provision.
- (d) Contract quarterly reporting periods shall be:
 - January 1 through March 31
 - April 1 through June 30
 - July 1 through September 30
 - October 1 through December 31
- (e) Failure to provide usage reports shall result in cancellation or suspension of contract.

**SW10800 – Temporary Employment Services
Special Provisions**

SP-1 Contract Period.

The contract is for a twelve month period, commencing July 1, 2009 and ending June 30, 2010. The contract may be renewed for up to three (3), one (1) year option periods.

SP-29-Response Time.

Response time to requests are two (2) working days or sixteen (16) work hours.

CONTRACT

State of Oklahoma

Dispatch via Print

Vendor ID 0000067055
GALT FOUNDATION
3815 N SANTA FE AVE STE 117
OKLAHOMA CITY OK 73118-8528

Contract ID			Page	
00000000000000000000000000002314			1 of 3	
Contract Dates		Currency	Rate Type	Rate Date
06/05/2010 to 06/30/2010		USD	CRRNT	PO Date
Description:			Contract Maximum	
SW800 TEMPORARY SERVICES			0.00	
TYPE: STATEWIDE				

Tax Exempt? Y Tax Exempt ID:736017987

Line #	Item ID/Item Desc	Minimum Order Qty	Order Amt	Maximum / Open Qty	Open Amt
1	1000008684 PERSONNEL:Secretarial & clerical-Secretarial and clerical personnel JOB CLASSES: PAY RATES (HOURLY)	1.00	0.00	0.00	0.00
	Accountant I, II, III		\$12.37 - \$27.25		
	Accountant Tech I, II, III		\$ 9.23 - \$27.25		
	Admin Asst I, II, III, Tech Payroll		\$ 8.46 - \$20.62		
	Admin Tech II		\$ 8.46 - \$16.93		
	Admin Programs Officer 1, II, IV		\$13.60 - \$37.61		
	Auditor		\$12.37 - \$27.25		
	Clerks I, II, III, Accounting Clerk, Clerk Typist, Receptionist, Mail Clerk, Postal Clerk, Switchboard		\$ 8.46 - \$18.62		
	Court Reporter		\$57.60 per day		
	Customer Service Rep. I, II, III		\$ 8.46 - \$16.93		
	Data Entry I, II, III		\$ 9.23 - \$12.50		
	Disability Determination Specialist I, II, III, IV		\$12.37 - \$27.25		
	Disability Medical Consultant		\$64.06		
	Secretary I, II, III, Legal, Executive		\$ 9.23 - \$22.67		
	H/R Assistant		\$10.15 - \$16.93		
	Library Technician		\$ 8.46 - \$16.93		
	Public Information Officer		\$12.37 - \$24.78		
	Research Assistant		\$11.17 - \$27.25		
	Legal Intern/Paralegal		\$ 9.25 - \$14.00		
	Programmer/Analyst		\$14.87 - \$27.25		
	Internal Affairs		\$11.68 - \$13.00		
	Sr Admin Law Judge		\$27.44		
	Videographer		\$75.00		

Pay rate plus 31% equals bill rate.

Contract Base Pricing		0.01000	A8	0002		
2	1000007332			1.00	0.00	0.00
	WAREHOUSE WORKERS:Warehouse Workers					
	JOB CLASSES:	PAY RATES (HOURLY)				
	Warehouse Asst, Worker	\$ 8.46 - \$15.39				
	Warehouse Worker/Print Shop	\$ 8.46 - \$15.39				
	Laborer/Forklift	\$ 8.46 - \$13.99				
	Correctional Industries	\$12.04				
	Truck Driver					
	Correctional Industries	\$17.75 - \$24.41				
	Electrician Level IV					
	Material Management Spec.	\$12.37 - \$27.25				
	Level I, II					
	Civil Emergency Management	\$ 9.00 - \$20.00				
	Technician					
	Executive Detail Staff	\$ 9.00 - \$18.50				
	Wildlife Technician	\$10.85 - \$22.67				
	CDL Examiner	\$15.00 - \$20.00				

Pay rate plus 48% equals bill rate.

Final = The price is final after adjustments
Hard = Apply adjustments regardless of other adjustments
Skip = Skip adjustments if any other adjustments have been applied

Authorized Signature

Original signature on file at DCS - Central
Purchasing Division

CONTRACT

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Dispatch via Print

Vendor ID 0000067055
GALT FOUNDATION
3815 N SANTA FE AVE STE 117
OKLAHOMA CITY OK 73118-8528

Contract ID			Page	
00000000000000000000000000002314			2 of 3	
Contract Dates		Currency	Rate Type	Rate Date
06/05/2010 to 06/30/2010		USD	CRRNT	PO Date
Description:			Contract Maximum	
SW800 TEMPORARY SERVICES			0.00	
TYPE: STATEWIDE				

Tax Exempt? Y Tax Exempt ID:736017987

Line #	Item ID/Item Desc	Minimum Order Qty	Amt	Maximum / Open Qty	Open Amt
	Contract Base Pricing	0.01000	A8	0002	
3	1000007598 TRAINING:Computer Programming Pers~Computer and Data Processing Programming Personnel JOB CLASSES:	1.00	0.00	0.00	0.00
	PAY RATES (HOURLY)				
	IS Technician, Management, Operations, Applications, Coordinator, Network	\$15.00 - \$37.67			
	Computer & Data Processing Programming Personnel	\$15.00 - \$37.67			
	Computer Operator, Tech I, II	\$ 8.46 - \$20.62			
	Correctional Industries Manager I	\$ 9.23 - \$30.25			
	Correctional Industries Alcohol/ Drug Counselor	\$10.15 - \$24.78			
	Correctional Industries IT Manager	\$15.00 - \$37.67			
	Correctional Industries Training Manager	\$23.73 - \$26.54			
	Public Utility Regulatory Analyst I, II, III	\$10.00 - \$18.00			
	Special Investigative Personnel	\$ 9.00 - \$12.00			
	Laboratory Technician	\$ 8.46 - \$16.93			
	Pay rate plus 34% equals bill rate.				
	Contract Base Pricing	0.01000	A8	0002	
4	1000006753 SERVICE: clinical lab test ~ medical services, including clinical laboratory testing services JOB CLASSES:	1.00	0.00	0.00	0.00
	PAY RATES (EACH)				
	Drug Screening (Local)	\$25.00			
	Drug Screening (Non-Local: At facility of choice will be billed at the Facility's Rate) (Documentation will be provided with invoice.)	\$35.00 - \$50.00			
	Price remains the same through all renewal options.				
	Contract Base Pricing	0.01000	A8	0002	
5	1000006338 SERVICE:Background Check Services	1.00	0.00	0.00	0.00

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Authorized Signature



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Contract ID			Page	
00000000000000000000000000002314			3 of 3	
Contract Dates		Currency	Rate Type	Rate Date
06/05/2010 to 06/30/2010		USD	CRRNT	PO Date
Description:			Contract Maximum	
SW800 TEMPORARY SERVICES			0.00	
TYPE: STATEWIDE				

Tax Exempt? Y Tax Exempt ID:736017987

Line #	Item ID/Item Desc	Minimum Order Qty	Order Amt	Maximum / Open Qty	Open Amt
	JOB CLASSES:	PAY RATES (EACH)			
	OSBI Background Check	\$16.00			
	Price remains the same through all renewal options.				
	Contract Base Pricing	0.01000	A8	0002	
6	1000008943 PERSONNEL: Domestic Workers	1.00	0.00	0.00	0.00
	JOB CLASSES:	PAY RATES (HOURLY)			
	Domestic Workder	\$10.00 - \$15.32			
	Pay rate plus 53% equals bill rate.				
	Contract Base Pricing	0.01000	A8	0002	
7	1000008556 TRAINING:Computer training services	1.00	0.00	0.00	0.00
	JOB CLASSES:	PAY RATES (HOURLY)			
	Technicians/Computer Tech for the Dept. of Public Safety	\$15.00 - \$37.61			
	Pay rate plus 48% equals bill rate.				
	Contract Base Pricing	0.01000	A8	0002	
8	1000005726 GOVT ITEMS:Motor Vehicle Report (M.V.R.)	1.00	0.00	0.00	0.00
	JOB CLASSES:	PAY RATES (EACH)			
	MV.R. Report	\$11.00			
	Price remains the same through all renewal options.				
	Contract Base Pricing	0.01000	A8	0002	

COMMENTS:

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Authorized Signature