

REQUEST FOR PROPOSALS
Terms and Conditions

B. SPECIAL PROVISIONS

1.0 Announcement

The State of Oklahoma (State), by and through its designated agency, the Oklahoma Office of Attorney General (OAG), Victims Services Unit (VSU), is issuing this Request for Proposal (RFP) for the procurement of services for its 24-hour domestic violence, sexual assault, stalking, and human trafficking hotline, the Oklahoma SafeLine (SafeLine).

1.1 Points of Contact

1.1.1. RFP Inquiries

This RFP is issued by the OAG and the OAG is the sole point of contact from the date of release of this RFP until the selection of the successful contractor. OAG may be contacted at the following address:

Office of Attorney General
Attn: Jennifer Wade, Finance Division
313 N. E. 21st Street
Oklahoma City, OK 73105
Office 405.522.2791
Fax 405.557.1770
Jennifer.wade@oag.ok.gov

1.1.2. Agency Point of Contact

The OAG point of contact after the contractor has been selected is as follows:

Office of Attorney General
Attn: Melissa Blanton
Chief, Victims Services Unit
313 N. E. 21st Street
Oklahoma City, OK 73105
Office 405.522.0042
Fax 405.522-4535
Melissa.Blanton@oag.ok.gov

1.2 RFP Closing Date and Bid Submission

1.2.1. RFP Closing Date

Bids submitted in response to this RFP must be *received* by the OAG by **06/17/2022 at 3:00 pm.**

1.2.2. RFP Bids Submission

Potential vendors may submit bids using one of methods below.

1.2.2.(a). By Mail:
Office of the Attorney General
Attn: Jennifer Wade, Finance Division
313 NE 21st Street
Oklahoma City, OK 73105

1.2.2.(b). By Email:
Subject Line: Oklahoma SafeLine Bid
To: Jennifer.wade@oag.ok.gov

Bids delivered or received after the closing time and date will not be accepted.

1.3 Anticipated Contract Term and Renewal Option

1.3.1. Contract Term

The term of this Contract shall begin on the date of award and end on **June 30, 2023**.

1.3.2. Renewal Option

The OAG retains the option to renew this Contract for up to four (4) additional one-year periods at the same terms and conditions for a potential Agreement Period of July 1, 2023, through June 30, 2027.

1.3.2.(a). It is understood and agreed by the parties hereto that all obligations of OAG, including agreement renewal and continuance of payments, are contingent upon the availability of continued appropriation of State and/or Federal funds. In no event shall OAG be liable for any payments in excess of such available funds.

1.3.2.(b). The parties shall have the option of terminating this Contract any time during the contract term pursuant to Section 7.8 (Termination) of this Contract.

1.4 Bid Preparation Costs

1.4.1. Costs Incurred

All costs incurred by the bidder for proposal preparation and participation in this competitive procurement will be the sole responsibility of the bidder. The State will not reimburse any bidder for any such costs.

1.4.2. RFP Withdrawal

The State reserves the right to withdraw the RFP at any time during the procurement process. Issuance of this RFP in no way obligates the State to award or issue a contract or to pay any costs incurred by any bidder as a result of such a withdrawal.

1.5 Questions and Answers

1.5.1 Questions Period

All questions must be submitted by **3:00pm on 06/06/2022** via email to the OAG Contract Officer listed on 1.1.1.

1.5.2. Contact for Questions

All questions and requests for clarification relative to the RFP process or regarding the meaning or interpretation of any RFP provision must be submitted in writing directly to the OAG contract officer indicated in Section 1.1.1 above. Bidders shall not contact any other OAG employee for any other purpose at any time during the proposal solicitation process.

1.5.3. Submission of Questions

The OAG will accept written questions submitted using one of methods below.

1.5.2.(a). By facsimile (fax) machine. Fax transmissions must include a cover sheet indicating that the transmission is to the attention of the OAG Victims Services Unit Contracts Officer and must include the bid requisition number.

1.5.2.(b). By email. Emails must be sent directly to the OAG Victims Services Unit Contracts Officer and must include the bid registration number in the subject line.

1.6 Retention of Proposals

1.6.1. Proposal Retention

All proposals submitted in response to this RFP become the property of the State and will not be returned.

1.6.2. Material Retention

All material submitted by the bidder to support their proposal becomes the irrevocable and sole property of the State of Oklahoma.

1.6.3. Proposal Accessibility

All proposals and accompanying materials submitted, and all information contained therein, shall be subject to the Oklahoma Open Records Act, 51 O.S. § 24A et seq. (1991).

1.7 Evaluation

The State of Oklahoma will conduct a comprehensive, fair, and impartial evaluation of all bids received in response to this RFP based upon the minimum requirement of Best Value Criteria with the final approval by OAG VSU.

1.8 Program Overview

1.8.1. Victim Services Unit

The State of Oklahoma, through the Office of the Attorney General, operates a Victims Services Unit (VSU) which is responsible for providing services to persons who require domestic violence, sexual assault, or human trafficking services.

1.8.2. Statewide SafeLine

The OAG is responsible for the development, maintenance, and operation of a twenty-four-hour, statewide hotline service for victims of domestic violence, sexual assault, and human trafficking. To provide such a service, the OAG needs to contract with a vendor.

1.8.3. SafeLine Vendor

1.8.3.(a). The OAG SafeLine contractor must be an OAG-Certified Domestic Violence/Sexual Assault that has the capability of operating a confidential, twenty-four hours a day, seven day a week hotline for victims of domestic violence, sexual assault, and human trafficking and professionals working within the prevention and protection system. The hotline must have both telephone capability and some form of secure chat capability, either via mobile text or an internet-based and/or application-based instant messaging program.

1.8.3.(b). The selected vendor must have the capability to provide relevant information and appropriate referrals to such victims, including but not limited to any immediate action which should be taken by the victim; social services and resources available; and the legal rights and remedies of the victim.

1.8.3.(c). The OAG SafeLine contractor must have the ability to collect, maintain, and provide data related to SafeLine calls as specified by the OAG.

1.9 Contract Administration and Management

1.9.1. Contract Administration

The OAG will designate a Unit Chief under this contract to coordinate activities, resolve questions, and document and monitor contractor performance. The Unit Chief will be the primary liaison in working with other OAG staff. The Unit Chief will initially receive and review all progress reports and deliverables, oversee scheduling of meetings with State staff, and maintain first line administrative responsibility for the contract.

1.9.2. Contract Management

The contractor shall designate a Project Manager who shall have day to day responsibility for supervising the performance of the contractor's obligations under this RFP. The selected Project Manager will work closely with and receive policy direction from the OAG Unit Chief. Contractor shall not change the designation of its Project Manager without notifying the OAG.

1.10 Amendments and/or Modifications

1.10.1 Amendments/Modification by the Parties

This contract contains all the agreements of the parties and no verbal representations from either party that contradicts the terms of this agreement are binding. Any modifications to this contract must be in writing and signed by both parties and approved by OAG Victim Services Unit Chief.

1.10.2. Amendments/Modifications due to Other Circumstances

Public and legislative issues and changes are common and will likely occur during the term of this contract. Changes in the VSU programs may require changes in the scope of work and/or the terms and conditions of the resulting contract. This scope of work may be changed only with the approval of OAG.

1.11 Use of Subcontractors

1.11.1. Contractor Responsibilities

1.11.1.(a). The contractor may use subcontractors only if written consent of the OAG is obtained prior to the effective date of any subcontract.

1.11.1.(b). The contractor shall be wholly responsible for all work performed whether or not subcontractors are used.

1.11.1.(c). The contractor will be responsible for the subcontractor's performance.

1.11.1.(d). The contractor will be responsible for meeting all the terms of the contract resulting from this procurement.

1.11.2. Subcontractor Responsibilities

1.11.2.(a). Any and all subcontractors are subject to the same conditions as the contractor as well as to any subsequent contract modifications.

1.11.2.(b). No subcontract or delegation of responsibilities/duties shall relieve or discharge the contractor from any obligation or liability under the contract.

1.11.2.(c). Performance of any work by contract employees hired by the contractor shall be considered the sole responsibility of the contractor.

1.12 Liability/Hold Harmless

1.12.1. The contractor agrees to indemnify and hold harmless the OAG and the State of Oklahoma, or any of its employees from any claims, demand, and liabilities resulting from any act or omission on the part of the contractors and agents, servants and employees in the performance of this contract. It is the express intention of the parties hereto that this agreement shall not be construed as or

given the effect of creating a joint venture, partnership or affiliation or association that will otherwise render the parties liable as partners, agents, employer-employee, or otherwise create a joint and several liability.

1.12.2. The contractor may ensure any portion of the risk assumed under the provision of the Contract based upon its ability to survive a series of adverse experiences, including withholding of payment by the State of Oklahoma or imposition of penalties by the State of Oklahoma. Before delivery of services, the contractor must obtain from an insurance company fully authorized to do business in Oklahoma and be able to present current certificates of the following:

- 1.12.2.(a). Workers' compensation
- 1.12.2.(b). Comprehensive liability insurance
- 1.12.2.(c). Property damage insurance

1.12.3. The contractor shall be in compliance with the insurance laws for the State of Oklahoma and the Federal government for the term of the contract.

1.12.3.(a). The insurance must be maintained throughout the contract period.

1.13 Conflict of Interest

1.13.1. The contractor certifies that is presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of service required to be performed under this contract.

1.13.2. The contractor further certifies that, in the performance of this contract, no person having such interest shall be employed. Bids failing to meet this criterion of the RFP will be deemed nonresponsive.

1.14 Audit and Inspection

1.14.1. The contractor shall keep such records as are necessary to disclose fully the extent of services provided under this contract.

1.14.2. Upon request, the contractor shall furnish records and information regarding services provided under this contract to the OAG, the Oklahoma State Auditor and Inspector, or any other state or federal agency authorized by law to such access, and any such parties as directed by the OAG for the purposes of inspecting and copying such books and records.

1.14.3. The contractor will maintain all records for a period of at least five (5) years after the expiration of a contract or until all audit and litigation matters resulting there from are resolved. The contractor must gain written permission from the OAG before destroying any records pertaining to this RFP.

1.15 Confidentiality

Contractor agrees to comply with 74 O.S. § 18p-3, the pertinent Oklahoma confidentiality statute, as well as Section 3 of the Violence Against Women Act (2013) (codified at 34 USC, Section 12291)

1.16 Termination

1.16.1 Either party may terminate this contract with a sixty (60) day written notice to the other party.

1.16.2. In the event funding for the Victims Services Unit from State, Federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this contract and prior to the anticipated contract expiration date, the contract may be terminated immediately by the OAG.

C. SOLICITATION SPECIFICATIONS

This section describes the qualifications and scope of work required under the terms of this RFP. The selected contractor shall comply with all specifications enumerated in this section.

1.0 Hotline Functions

1.0.1. The contractor shall provide the appropriate and sufficient number of Domestic Violence Advocates (Advocate) needed to answer and respond to a 24-hours per day, seven days per week hotline for victims of domestic violence, sexual assault, stalking, or human trafficking.

1.0.1.(a). The Advocate shall refer the caller to and make the proper contacts with needed services and/or shelter.

1.0.1.(b). The Advocate shall answer Lethality Assessment Protocol (LAP) calls from law enforcement and victims of domestic violence; assess risk using the OAG-approved Lethality Assessment form; and provide safety planning, referrals to services, and/or shelter.

1.0.2 The contractor must provide crisis intervention specialists as the telephone and mobile text/internet-based instant messaging/application-based instant messaging support who have the education and/or training indicated below.

1.0.2.(a). Minimum of Associates degree (Bachelor's degree preferred) in Psychology, Sociology, Social Work, or related field with one (1) year experience in domestic violence/sexual assault services.

1.0.2.(b). Must be able to utilize active listening techniques during crisis calls.

1.0.2.(c). Knowledge of available OAG-certified and Tribal domestic violence/sexual assault, sex trafficking, and stalking services within the state.

1.0.2.(d). Has completed training in all or most of the following components:

- Assessing client safety
- Lethality Assessment Protocol
- Safety Planning
- Domestic Violence Dynamics
- Power and Control: Tactics of Abuse
- Domestic Violence and its Effect on Children
- Crisis Intervention Techniques
- Client Confidentiality
- Rape Trauma Syndrome
- Dynamics of Sexual Assault
- Commercial Sexual Exploitation (i.e., prostitution, trafficking, pornography, escort services)
- Equity and Inclusion/Cultural Humility
- Non-traditional client populations (i.e., males, victims of human trafficking, LGBTQIA2S+ victims, non-English speaking, undocumented immigrants, victims with cognitive or physical disabilities or who are deaf/hard of hearing, and elderly people)
- Secure Relocation Techniques
- Emergency Referral Information
- Accessing Resources
- Post-Traumatic Stress Disorder (PTSD)
- Secondary trauma/secondary PTSD

1.0.3. The contractor shall provide a statewide, dedicated, confidential, toll-free number for both in-state and out-of-state calls for victims of domestic violence, sexual assault, stalking, and/or human trafficking and other individuals requesting information or resources regarding the same.

1.0.3.(a). The contractor shall provide for needed translation services for calls made to the hotline 24-hours per day, seven days per week (included as part of the bid).

1.0.4. The contractor shall also provide a statewide, dedicated, confidential, free mobile text, internet-based instant messaging, and/or application-based instant messaging system for both in-state and out-of-state contacts for victims of domestic violence, sexual assault, stalking, and/or human trafficking and other individuals requesting information or resources regarding the same.

1.0.4.(a). The contractor shall provide for needed translation services for text-based contacts made to the hotline 24-hours per day, seven days per week (included as part of the bid).

1.0.4.(b). The contractor must have an adequate plan to provide an emergency back-up telecommunications system and a disaster recovery plan to maintain business functions.

1.0.4.(c). The line for the hotline must be separate and distinct from any and all other phone lines answered. The contractor shall be responsible for all costs associated with the dedicated toll-free number.

1.0.5. The contractor shall collect information and data on all contacts made to the hotline by phone and text/instant messaging and report data quarterly to the OAG. The information and data that shall be collected by the contractor includes, but is not limited to, the following:

1.0.5.(a). Modes of contacts

- telephone
- text/instant messaging

1.0.5.(b). Timestamps of contacts

- date of contact
- start time of contact
- end time of contact

1.0.5.(c). Types of contacts

- Number of in-state and out-of-state contacts, including:
 - County of in-state contacts
 - State of out-of-state contacts
- Number of contacts regarding domestic violence
- Number of contacts regarding sexual assault
- Number of contacts regarding stalking
- Number of contacts regarding human trafficking
- Number of contacts regarding Lethality Assessment Protocol
- Number of other types of contacts

1.0.5.(d). Types of individuals making contact

- Number of victims/selves
- Number of family members
- Number of friends
- Number of service providers
 - Specific types of service providers (i.e., homeless services, immigration services, DHS [including child welfare], etc.)
- Number of law enforcement
- Number of other types of individuals making contact
 - Specific types of other individuals making contact (i.e., government official, program manager, attorney, etc.)

1.0.5.(e). Demographic and related information for victims making contact, including but not limited to:

- Zip code
- Gender
- Race
- Ethnicity
- Age
- Number and age(s) of any child(ren) in the home
- Victim / perpetrator relationship of (i.e., current or former spouse, current or former intimate partner/ boyfriend/girlfriend, family member, friend/acquaintance, employer/coworker, stranger, etc.)
- Member of underserved population (i.e., disabled, hard of hearing/deaf, immigrant, LGBTQIA2S+, etc.)
- Type(s) of abuse experienced by victim (physical, sexual, verbal, emotional, psychological, etc.)

1.0.5.(f). Types of situations faced by victim contacts, including but not limited to:

- Survivor (Intimate Partner Violence [IPV]/Non-IPV)
- Friends and family – IPV/Non-IPV
- Service provider
- Foreign nationals
- Law enforcement
- Other (specify)

1.0.5.(g). Translation Services, including number of times translation services were necessary and which language(s) were interpreted.

1.0.5.(h). Caller Situations, including but not limited to:

- Legal challenges
- Lethality Assessment Protocol
- Domestic violence
- Sexual assault
- Custody disputes
- Stalking
- Human trafficking (i.e., extreme exploitation and the denial of freedom or liberty of an individual for purposes of deriving benefit from that individual's commercial sex act or labor)
- Immigration

1.0.5.(i). Services Requested, including but not limited to:

- Domestic violence services
- Domestic Violence Nurse Exam (DVNE) services
- Sexual Assault Services
- Sexual Assault Nurse Exam (SANE) services

- Legal Services
- Basic human needs
- Transportation
- Shelter
- U-Visa or T-Visa

1.0.5.(j). Action taken by the Safeline advocate, including but not limited to:

- Specific type of referral(s) made, including but not limited to:
 - law enforcement
 - shelter
 - Hospital
 - Legal Aid
 - protective order
 - other certified or Tribal DV/SA program
- Safety planning
- Information

1.1 Additional Hotline Requirements

Contractor will be an independent contractor and under no circumstances shall any owners, officers, employees, or volunteers of the vendor be considered employees of the Office of Attorney General or the State of Oklahoma.

1.2 Hotline Management and Supervision

1.2.1. The contractor must specify the name and title of its Project Manager with clear authority over all staff, activities and functions associated with this RFP.

1.2.2. The Project Manager shall receive training consistent with requirements of the crisis intervention specialist and have a minimum of one (1) year of supervisory or management level experience with an OAG certified domestic violence/sexual assault program including hotline operations.

1.2.2.(a). This individual will be principally responsible for contract performance and interactions with the OAG staff and other organizations and State agencies.

1.2.3. The contractor will provide specific estimated of number of staff required, including telephone, clerical, and supervisory personnel.

1.2.3.(a). The OAG shall have the right to require the contractor to remove any individual from the hotline if, in the opinion of the OAG, such employee is uncooperative, inept, incompetent, or otherwise unacceptable.

1.3 Complaints Regarding Contractor Staff

1.3.1. The contractor shall provide its personnel policy procedures for reporting complaints received regarding contractor's staff.

1.3.2. Three (3) or more complaints about any staff person must be investigated immediately and resolved by the contractor with an explanation forwarded to the OAG within three (3) working days of the resolution.

D. EVALUATION

Each vendor's application will be evaluated using the following criteria:

1.1 Estimated Date of Implementation

1.1.1. The vendor must provide an estimate of how quickly they can have the hotline up and running with all necessary special conditions met and data collection tools in place.

2.1. Number of years vendor has been working with victims of domestic violence, sexual assault, and human trafficking.

3.1 Number of years vendor has been certified by the OAG.

4.1 Number of years bidder has been managing and performing work of similar nature and scope.

4.2. The education, training, and support of the Domestic Violence advocates being used for hotline support.

4.3. How the vendor will provide the translation services needed for the Hotline.

4.4. The annual cost of the service provided by the vendor for the services outlined in the RFP.

4.5. The strength of the vendor's Disaster Recovery plan.

4.6. Professional references (3).

E. INSTRUCTIONS TO SUPPLIER

1.1 Bidders shall be required to deliver one (1) clearly identified original bid and two (2) copies of the completed bid to the OAG Central Purchasing as indicated in the RFP instruction form.

1.1.1. Bids shall clearly indicate the name, title, mailing address, and telephone number of the contractor's authorized agent(s) with the authority to bind the firm to the provisions of the bid and to answer official questions concerning the bid. The original bid must contain an original signature by this person.

1.1.2. Submitted bids are rendered as a legal offer and any bid, when awarded by the State, shall constitute a firm contract.

1.1.3. Submitted bids shall strictly conform with the instructions to the bidders and shall be submitted on the approved form. All bids, quotes, and contracts shall be typewritten or written in blue or black ink. Penciled bids shall not be accepted and shall be rejected as non-responsive. Any corrections shall be initialed in blue or black ink.

1.1.4. The State will accept all bids for evaluation that are completely and properly submitted.

1.1.5. Bidders who mail their bids or use a commercial delivery service shall allow sufficient time for their bids to be delivered by the date and time specified on the RFP. Bids received after that date and time will not be considered. Delivery of bids shall be at the bidder's expense. All damage that may occur due to shipping shall be the bidder's responsibility.

1.1.6. Bids submitted by fax in whole or in part shall be rejected. Late bids shall be rejected. Bids shall be prepared in accordance with the requirements stated in this section of this RFP.

1.1.7. The State reserves the right to reject any bid that does not comply with the requirements and specifications of the RFP. A bid shall be rejected when the bidder imposes terms or conditions that would modify requirements of the RFP or limit the bidder's liability to the State.

1.1.8. The State reserves the right to withdraw or cancel this RFP at any time during the procurement process. Issuance of this RFP in no way obligates the State to award or issue a contract or to pay any costs incurred by any bidder because of such a withdrawal.

1.2 Request for Proposal Format

Proposals shall be submitted in the following format. Bidders must respond to sections and subsections in order and must number and label responses as indicated below.

1.2.1. Functional and Technical Requirements

1.2.1.(a). In narrative terms, describe bidder's overall approach and plans to meet the requirements of the RFP. The content of the narrative should be designed to demonstrate that bidder understands the OAG's objectives, the nature of the work required, and the level of effort necessary to successfully complete the project.

1.2.1.(b). Provide details of bidder's technical approach to telephone and reporting required for this project. Discuss emergency telecommunications back-up and disaster recovery plans. Bidders must clearly demonstrate they can meet all requirements.

1.2.2. Project Management

1.2.2.(a). Bidder shall name a project manager that will be responsible for coordinating the project with the OAG. Summarize the manager's qualifications and experience with domestic violence and sexual assault, as well as projects of similar size and scope.

1.2.2.(b). Bidder shall provide an implementation timetable for this project. However, the vendor must be fully operational by July 1, 2022. Identify any possible challenges or barriers to meeting required dates and explain how bidder would overcome them.

1.3 Organization Stability and Resources

Summarize the bidder's organizational characteristics and structure including date established, organization type (corporation, partnership, etc.), and total number of full-time equivalent employees. Provide any other information necessary to establish that bidder's organization has the stability and resources to manage the project.

1.4 Organization Past Performance

1.4.1. State the number of years for which bidder has been managing and performing work of similar nature and scope.

1.4.2. Briefly describe a maximum of three similar projects that bidder is now involved in or that bidder has been involved in during the last five years.

1.4.3. State the number of years for which the bidder has been working with domestic violence and sexual assault programs.

1.4.4. List three (3) professional references that relate to this scope of work. Provide reference names, address, telephone and/or fax number and signed authorization for reference to release information to OAG.

1.5 Staff Capabilities

1.5.1. List the approximate number of staff to be allocated to this project by general categories (telephone, supervisory, etc.). Indicate how bidder will provide for language requirements.

1.5.2. Discuss plans for continuing education training for staff.

1.5.3. This contract, as well as the accepted bid and RFP, shall become part of any agreement between parties.

1.5.4. The component parts of the contract between the State and the contractor selected from the evaluation of responses to this RFP shall consist of:

1.5.4.(a). this RFP

1.5.4.(b). any amendments to the RFP

1.5.4.(c). RFP questions and answers, where applicable

1.5.4.(d). the contractor's bid,

1.5.5.(e). the award notice

1.5.5. The order of precedence among the contract components shall be the order in which they fall above.

1.5.6. In the event of a conflict in language between the documents referenced above, the provisions and requirements set forth in the RFP shall govern. In the event that an issue is addressed in the bid response that is not addressed in the RFP, no conflict in language shall be deemed to occur. However, the OAG, Chief, Victims Services Unit reserves the right to clarify, in writing, any contractual relationship with the concurrence of the bidder, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP. In all other matters not affected by the written clarifications, if any, the RFP shall govern.

F. CHECKLIST

None

G. OTHER

None

H. PRICE AND COST

1.1 Terms of Payment

It is the understanding of both parties that the hotline shall be paid/reimbursed monthly. The monthly payment will be 1/12 of the total amount bid by the contractor to provide the services of this RFP.

1.2 Prohibition Against Advance Payments

No payment shall be made by OAG in advance or in anticipation of services actually performed and/or supplies furnished under this contract. Monthly invoices must be submitted for work performed the previous month.

1.3 Invoice Processing

1.3.1. A proper invoice for services must be rendered to receive payment. A proper invoice is one which contains, at a minimum, the following information:

- 1.3.1.(a). Contractor name
- 1.3.1.(b). FEI or vendor number
- 1.3.1.(c). Invoice number
- 1.3.1.(d). Purchase Order number
- 1.3.1.(e). Description of service(s)
- 1.3.1.(f). Date(s) of service
- 1.3.1.(g). Amount(s) billed

1.3.2. Contractor shall maintain documentation of all billed charges and shall make such documentation available to the OAG upon request or as otherwise stated in this Contract. Contractor shall submit invoices to the following address:

Office of the Attorney General
Finance Manager
Victims Services Unit
313 N. E. 21 Street
Oklahoma City, OK 73105

1.3.3. The Victim Services Unit Chief shall approve the contractor's invoice prior to payment being issued to the contractor.

1.4 Payment terms and condition are contingent on provisions stated in Section 1.3 of this contract. It is understood by the parties that, under state law, a commitment of funds shall not exceed a period of twelve (12) months. Therefore, the Office of the Attorney General – VSU shall issue a purchase order in 12-month increments to fund services rendered under this contract.

- 1.5 The State of Oklahoma shall have forty-five (45) days to pay an invoice. If the State of Oklahoma fails to pay on an invoice within that time, contractor shall have the right to interest upon the invoice amount consistent with 62 O.S. § 41.4b.
- 1.6 Contractor shall have the ninety (90) days from the final date of service(s) rendered under the terms of this Contract to submit invoices for payment. OAG will not be held responsible for payment of invoices submitted in excess of these time limitations.