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**STATE OF OKLAHOMA CONTRACT WITH KEEFE COMMISSARY NETWORK,  
LLC.**

This State of Oklahoma Contract (“Contract”) is entered into between the State of Oklahoma by and through the Oklahoma Department of Corrections (“State”) and Keefe Commissary Network, LLC. (“Supplier”) and is effective as of the effective date set forth on a properly issued purchase order or, if no effective date is listed, the date of last signature to this Contract. The initial term of the Contract shall be for one (1) year with six (6) one-year options to renew.

**Purpose**

The State is awarding this Contract to Supplier for the purchase of Canteen Services, as more particularly described in certain Contract Documents. Supplier submitted a best and final offer. This Contract memorializes the agreement of the parties with respect to negotiated terms of the Contract that is being awarded to Supplier.

Now, therefore, in consideration of the foregoing and the mutual promises set forth herein, the receipt and sufficiency of which are hereby acknowledged the parties agree as follows:

1. The parties agree that Supplier has not yet begun performance of work under this Contract. Issuance of a purchase order is required prior to payment to a Supplier.
2. The following Contract Documents are attached hereto and incorporated herein:
  - 2.1. Attachment A – Solicitation #EV00000611;
  - 2.2. Attachment A1 – Negotiable General Terms;
  - 2.3. Exhibit 1 – Executive Summary;
  - 2.4. Exhibit 2 – Pricing Sheet;
  - 2.5. Exhibit 3 – Reference Worksheet;
  - 2.6. Exhibit 4 – Third Party Information;
  - 2.7. Attachment B – Negotiable General Terms;
  - 2.8. Attachment C - Agency Terms;
  - 2.9. Attachment D - State IT Terms;
  - 2.10. Attachment E1 - Pricing Sheet; and
  - 2.11. Attachment E2 -Keefe Commissary Network, LLC Commissary Services Agreement.
3. The parties additionally agree:
  - 3.1. Except for information deemed confidential by the State pursuant to applicable law, rule, regulation or policy, the parties agree Contract terms and information are not confidential and are disclosable without further approval of or notice to Supplier.
  - 3.2. To the extent any term or condition in any Contract Document, including via a hyperlink or uniform resource locator, conflicts with an applicable Oklahoma and/or United States law or

regulation, such term or condition is void and unenforceable. By executing any Contract Document which contains a conflicting term or condition, the State or Customer makes no representation or warranty regarding the enforceability of such term or condition and the State or Customer does not waive the applicable Oklahoma and/or United States law or regulation which conflicts with the term or condition.

Attachments referenced in this section are attached hereto and incorporated herein.

4. The parties recognize that while the State of Oklahoma is executing this contract, payment obligations rest solely with the Oklahoma Department of Corrections and OMES shall not be responsible for such. Please send invoices and billing inquiries to:

Oklahoma Department of Corrections  
Attn: Accounts Payable  
4345 N Lincoln Blvd,  
Oklahoma City, OK 73105  
Invoice Email: [deposits@doc.ok.gov](mailto:deposits@doc.ok.gov)

5. Any reference to a Contract Document refers to such Contract Document as it may have been amended. If and to the extent any provision is in multiple documents and addresses the same or substantially the same subject matter but does not create an actual conflict, the more recent provision is deemed to supersede earlier versions.
6. The undersigned Agency hereby attests that any required terms and conditions based on a Federal Award applicable to this Contract are included herein.

**[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]**

**SIGNATURES**

The undersigned represent and warrant that they are authorized, as representatives of the party on whose behalf they are signing, to sign this Contract and to bind their respective party thereto.

**STATE OF OKLAHOMA  
by and through the OKLAHOMA  
DEPARTMENT OF CORRECTIONS**

**KEEFE COMMISSARY NETWORK, LLC**

By: Ashlee Clemmons  
Ashlee Clemmons (Apr 30, 2025 14:48 CDT)

By: John Puricelli  
John Puricelli (Apr 21, 2025 11:04 CDT)

Name: Ashlee Clemmons

Name: John Puricelli

Title: Chief Financial Officer

Title: Vice President

Date: **04/30/2025**

Date: Apr 21, 2025

**Agency Counsel**

**STATE OF OKLAHOMA  
by and through the OKLAHOMA  
DEPARTMENT OF CORRECTIONS**

By: Kari Hawkins  
Kari Hawkins (Apr 24, 2025 12:41 CDT)

By: Steven Harpe  
Steven Harpe (Apr 30, 2025 17:00 CDT)

Name: Kari Hawkins

Name: **Steven Harpe**

Title: General Counsel

Title: **Executive Director**

Date: Apr 24, 2025

Date: **04/30/2025**

**The Chief Information Officer is signing solely to approve the Contract pursuant to 62 O.S., § 34.11.1 concerning procurement of Information Technology and/or Telecommunications.**

By: Dan Cronin  
Dan Cronin (May 1, 2025 11:54 EDT)

Name: Dan Cronin

Title: Chief Information Officer

Date: **May 1, 2025**

# Attachment A

## Solicitation No. EV00000611

This Solicitation is a Contract Document and is a request for proposal in connection with the Contract awarded by the Office of Management and Enterprise Services as more particularly described below. Any defined term used herein but not defined herein shall have the meaning ascribed in the General Terms or other Contract document.

### I. PURPOSE

The Office of Management and Enterprise Services (OMES), Central Purchasing Division, is seeking responses on behalf of Oklahoma Department of Corrections (ODOC) from potential Suppliers to provide a contract for the purchase of Canteen Services. A Contract resulting from this Solicitation may be designated for use as a Statewide Contract.<sup>1</sup>

The Contract is awarded on behalf of Oklahoma Department of Corrections for Canteen Services. All state agencies and state affiliates may avail themselves of this contract.

#### 1. Contract Term and Renewal Options:

1.1. The initial Contract term, which begins on the effective date of the Contract, is one year and there are (6) one-year options to renew the Contract.

#### 2. Solicitation Criterion:

##### 2.1. The Bid will be evaluated using a best value criterion, based on the following:

- i. Price
- ii. Ability to meet specifications

##### 2.2 Scope and Description:

- i. The Bid Response must reflect for each requirement on Exhibit No.5-Scope of Work.
- ii. The Bid Response shall show the ability of the Bidder to meet or exceed the following mandatory specifications on Exhibit No. 7-Bidder Requirement.
- iii. Pricing shall be proposed using the Exhibit No.2 titled Pricing.

##### 2.3 Executive Summary and Company Information are on Exhibit 01: Executive Summary and Company Information.

##### 2.4 All Technical responses are on Exhibit 01

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<sup>1</sup> 74 O.S. 85.5(G)(3)

**2.5 The response to pricing shall be proposed using Exhibit 02: Price Template.**

**2.6 Value-added products and/or services within scope of the Acquisition are to be included in Exhibit 01**

**2.7 Business References are to be on Exhibit 03: Bidder Reference Worksheet.**

**2.8 Third-party vendor information is included on Exhibit 04: Third Party Supplier Information.**

**Mandatory Site Visits – Each Bidder Shall Have a Minimum of 1 Rep at Each Site**

<b>Facility Name</b>	<b>Date</b>	<b>Time (Central Time)</b>
Jess Dunn Correctional Center	01/06/2025	9:00 am
Great Plains Correctional Center	01/06/2025	10:30 am
R.B. Dick Conner Correctional Center	01/06/2025	10:30 am
Eddie Warrior Correctional Center	01/06/2025	11:30 am
Charles E “Bill” Johnson Correctional Center	01/07/2025	9:00 am
Lexington Assessment & Reception Center	01/07/2025	9:30 am
Joseph Harp Correctional Center	01/07/2025	11:30 am
James Crabtree Correctional Center	01/07/2025	12:00 pm
Oklahoma State Reformatory	01/07/2025	12:00 pm
Mabel Bassett Correctional Center	01/08/2025	9:30 am
Oklahoma State Penitentiary	01/08/2025	9:30 am
Mack Alford Correctional Center	01/08/2025	9:30 am
Jackie Brannon Correctional Center	01/08/2025	11:30 am
John Lilley Correctional Center	01/08/2025	12:00 pm
Howard McLeod Correctional Center	01/08/2025	12:30 pm
Allen Gamble Correctional Center	01/09/2025	9:30 am
Jim E Hamilton Correctional Center	01/09/2025	10:00 am

**ATTACHMENT A1 -**

**STATE OF OKLAHOMA NON-NEGOTIABLE GENERAL TERMS**

In addition to other terms contained in an applicable Contract document, Supplier and State agree to the following General Terms:

**1 Scope and Contract Renewal**

- 1.1** Supplier may not add products or services to its offerings under the Contract without the State's prior written approval. Such request may require a competitive bid of the additional products or services. If the need arises for goods or services outside the scope of the Contract, Supplier shall contact the State.
- 1.2** At no time during the performance of the Contract shall the Supplier have the authority to obligate any Customer for payment for any products or services (a) when a corresponding encumbering document is not signed or (b) over and above an awarded Contract amount. Likewise, Supplier is not entitled to compensation for a product or service provided by or on behalf of Supplier that is neither requested nor accepted as satisfactory.
- 1.3** If applicable, prior to any Contract renewal, the State shall subjectively consider the value of the Contract to the State, the Supplier's performance under the Contract, and shall review certain other factors, including but not limited to the: a) terms and conditions of Contract documents to determine validity with current State and other applicable statutes and rules; b) current pricing and discounts offered by Supplier; and c) current products, services and support offered by Supplier. If the State determines changes to the Contract are required as a condition precedent to renewal, the State and Supplier will cooperate in good faith to evidence such required changes in an Amendment. Further, any request for a price increase in connection with a renewal or otherwise will be conditioned on the Supplier providing appropriate documentation supporting the request.
- 1.4** Upon mutual agreement, the Parties may extend the Contract for ninety (90) days beyond a final renewal term. The Parties may to the extent allowable by law, choose to exercise subsequent ninety (90) day extensions.
- 1.5** Supplier understands that supplier registration expires annually and, pursuant to OAC 260:115-3-3, Supplier shall maintain its supplier registration with the State as a precondition to a renewal of the Contract.

## **2 Contract Effectiveness**

- 2.1** Unless specifically agreed in writing otherwise, the Contract is effective upon the date last signed by the parties. Supplier shall not commence work, commit funds, incur costs, or in any way act to obligate the State until a proper purchase order has been issued.
- 2.2** Any Contract document shall be legibly written in ink or typed. All Contract transactions, and any Contract document related thereto, may be conducted by electronic means pursuant to the Oklahoma Uniform Electronic Transactions Act.

## **3 Modification of Contract Terms and Contract documents**

- 3.1** The Contract may only be modified, amended, or expanded by an Amendment. Any change to the Contract, including the addition of work or materials, the revision of payment terms, or the substitution of work or materials made unilaterally by the Supplier, is a material breach of the Contract. Unless otherwise specified by applicable law or rules, such changes, including without limitation, any unauthorized written Contract modification, shall be void and without effect and the Supplier shall not be entitled to any claim under the Contract based on those changes. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the Contract.
- 3.2** Any additional terms on an ordering document provided by Supplier are of no effect and are void unless mutually executed. OMES bears no liability for performance, payment or failure thereof by the Supplier or by a Customer other than OMES in connection with an Acquisition.
- 3.3** Except for information deemed confidential by the State pursuant to applicable law, rule, regulation, or policy, the parties agree Contract terms are not confidential and are disclosable without further approval of or notice to Supplier.
- 3.4** Unless mutually agreed to in writing by the State of Oklahoma by and through the Office of Management and Enterprise Services, no Contract document or other terms and conditions or clauses, including via a hyperlink or uniform resource locator, shall supersede or conflict with the terms of this Contract or expand the State's or Customer's liability or reduce the rights of Customer or the State.

**3.5** To the extent any term or condition in any Contract document, including via a hyperlink or uniform resource locator, conflicts with an applicable Oklahoma and/or United States law or regulation, such term or condition is void and unenforceable. By executing any Contract document which contains a conflicting term or condition, the State or Customer makes no representation or warranty regarding the enforceability of such term or condition and the State or Customer does not waive the applicable Oklahoma and/or United States law or regulation which conflicts with the term or condition.

#### **4 Pricing**

**4.1** Pursuant to 68 O.S. §§ 1352, 1356, and 1404, State agencies are exempt from the assessment of State sales, use, and excise taxes. Further, State agencies and political subdivisions of the State are exempt from Federal Excise Taxes pursuant to Title 26 of the United States Code. Any taxes of any nature whatsoever payable by the Supplier shall not be reimbursed.

**4.2** Pursuant to 74 O.S. §85.40, all travel expenses of Supplier must be included in the total Acquisition price.

**4.3** The price of a product offered under the Contract shall include and Supplier shall prepay all shipping, packaging, delivery and handling fees. All product deliveries will be free on-board Customer's Destination. No additional fees shall be charged by Supplier for standard shipping and handling. If Customer requests expedited or special delivery, Customer may be responsible for any charges for expedited or special delivery

**4.4** Any product to be delivered pursuant to the Contract shall be subject to final inspection and acceptance by the Customer at Destination. The Customer assumes no responsibility for a product until accepted by the Customer. Title and risk of loss or damage to a product shall be the responsibility of the Supplier until accepted. The Supplier shall be responsible for filing, processing, and collecting any and all damage claims accruing prior to acceptance

**4.5** Pursuant to OAC 260:115-9-1, payment for an Acquisition does not constitute final acceptance of the Acquisition. If subsequent inspection affirms that the Acquisition does not meet or exceed the specifications of the order or that the Acquisition has a latent defect, the Supplier shall be notified as soon as is reasonably practicable. The Supplier shall retrieve and replace the

Acquisition at Supplier's expense or, if unable to replace, shall issue a refund to Customer. Refund under this section shall not be an exclusive remedy.

## **5 Invoices and Payments**

**5.1** Supplier shall be paid upon submission of a proper invoice(s) at the prices stipulated in the Contract in accordance with 74 O.S. §85.44B which requires that payment be made only after products have been provided and accepted or services rendered and accepted This section shall not prohibit the payment of membership dues or payment for subscriptions to magazines, periodicals or books or for payment to vendors providing subscription services under 74 O.S. 85.44B.

The following terms additionally apply:

- A.** An invoice shall contain the purchase order number, description of products or services provided and the dates of such provision.
- B.** Failure to provide a timely and proper invoice may result in delay of processing the invoice for payment. Proper invoice is defined at OAC 260:10-1-2.
- C.** Payment of all fees under the Contract shall be due NET 30 days but shall not be deemed late until 45 days. Payment and interest on late payments are governed by 62 O.S. §34.72. Such interest is the sole and exclusive remedy for late payments by a State agency and no other late fees are authorized to be assessed pursuant to Oklahoma law.
- D.** The date from which an applicable early payment discount time is calculated shall be from the receipt date of a proper invoice. There is no obligation, however, to utilize an early payment discount.
- E.** If an overpayment or underpayment has been made to Supplier any subsequent payments to Supplier under the Contract may be adjusted to correct the account. A written explanation of the adjustment will be issued to Supplier.
- F.** If the Supplier accepts payment by Purchase Card they shall do so according to Oklahoma law.

## **6 Oklahoma Open Records Act**

Supplier acknowledges that all State agencies and certain other Customers are subject to the Oklahoma Open Records Act set forth at 51 O.S. §24A-1 et seq. Supplier also acknowledges that compliance with the Oklahoma Open Records Act and all opinions of the Oklahoma Attorney General concerning the Act is required. Customer may be provided access to Supplier Confidential Information. State agencies are subject to the Oklahoma Open Records Act and Supplier acknowledges information marked confidential information will be disclosed to the extent permitted under the Open Records Act and in accordance with this section. Nothing herein is intended to waive the State Purchasing Director's authority under OAC 260:115-3-9 in connection with Bid information requested to be held confidential by a Bidder. Notwithstanding the foregoing, Supplier Confidential Information shall not include information that: (i) is or becomes generally known or available by public disclosure, commercial use or otherwise and is not in contravention of this Contract; (ii) is known and has been reduced to tangible form by the receiving party before the time of disclosure for the first time under this Contract and without other obligations of confidentiality; (iii) is independently developed without the use of any of Supplier Confidential Information; (iv) is lawfully obtained from a third party (without any confidentiality obligation) who has the right to make such disclosure or (v) pricing provided to the State. In addition, the obligations in this section shall not apply to the extent that the applicable law or regulation requires disclosure of Supplier Confidential Information, provided that the Customer provides reasonable written notice, pursuant to Contract notice provisions, to the Supplier so that the Supplier may promptly seek a protective order or other appropriate remedy.

## **7 Conflict of Interest**

In addition to any requirement of law or of a professional code of ethics or conduct, the Supplier, its employees are required to disclose any outside activity or interest that conflicts or may conflict with the best interest of the State. Prompt disclosure is required under this section if the activity or interest is related, directly or indirectly, to any person or entity currently under contract with or seeking to do business with the State, its employees or any other third-party individual or entity awarded a contract with the State. Further, as long as the Supplier has an obligation under the Contract, any plan, preparation or engagement in any such activity or interest shall not occur without prior written approval of the State. Any conflict of interest shall, at the sole discretion of the State, be grounds for partial or whole termination of the Contract.

## **8 State Shall Not Indemnify**

The State of Oklahoma cannot lawfully agree to indemnify a private contractor. The credit of the State shall not be given, pledged, or loaned to any individual, company, corporation, or association, municipality, or political subdivision of the State pursuant to Oklahoma Constitution article 10, Section 15, OAC 260:115-7-32(k)(3)(A) and Attorney General Opinion 2012-18.

## **9 Indemnification Coordination of Defense**

**9.1** In connection with indemnification obligations under the Contract, when a State agency is a named defendant in any filed or threatened lawsuit, the defense of the State agency shall be coordinated by the Attorney General of Oklahoma, or the Attorney General may authorize the Supplier to control the defense and any related settlement negotiations; provided, however, Supplier shall not agree to any settlement of claims against the State without obtaining advance written concurrence from the Attorney General. If the Attorney General does not authorize sole control of the defense and settlement negotiations to Supplier, Supplier shall have authorization to equally participate in any proceeding related to the indemnity obligation under the Contract and shall remain responsible to indemnify the applicable Indemnified Parties.

## **10 Termination for Funding Insufficiency**

**10.1** Notwithstanding anything to the contrary in any Contract document, the State may terminate the Contract in whole or in part if funds sufficient to pay obligations under the Contract are not appropriated or received from an intended third-party funding source. In the event of such insufficiency, Supplier will be provided at least fifteen (15) calendar days' written notice of termination. Any partial termination of the Contract under this section shall not be construed as a waiver of, and shall not affect, the rights and obligations of any party regarding portions of the Contract that are not terminated. The determination by the State of insufficient funding shall be accepted by, and shall be final and binding on, the Supplier.

**10.2** Upon receipt of notice of a termination, Supplier shall immediately comply with the notice terms and take all necessary steps to minimize the incurrence of costs allocable to the work affected by the notice. If a purchase order or other payment mechanism has been issued and a product or service has been accepted as satisfactory prior to the effective date of termination, the termination does not relieve an obligation to pay for the product or service but there shall not be any liability for further payments ordinarily due under the Contract or for any damages or other amounts caused by or associated with such termination. Any amount paid to Supplier in the form of prepaid

fees that are unused when the Contractor certain obligations are terminated shall be refunded.

- 10.3** The State's exercise of its right to terminate the Contract under this section shall not be considered a default or breach under the Contract or relieve the Supplier of any liability for claims arising under the Contract.

## **11 Suspension of Supplier**

**11.1** Supplier may be subject to Suspension without advance notice and may additionally be suspended from activities under the Contract if Supplier fails to comply with confidentiality, privacy, security, environmental or safety requirements applicable to Supplier's performance or obligations under the Contract.

**11.2** Upon receipt of a notice pursuant to this section, Supplier shall immediately comply with the notice terms and take all necessary steps to minimize the incurrence of costs allocable to the work affected by the notice. If a purchase order or other payment mechanism has been issued and a product or service has been accepted as satisfactory prior to receipt of notice by Supplier, the Suspension does not relieve an obligation to pay for the product or service but there shall not be any liability for further payments ordinarily due under the Contract during a period of Suspension or suspended activity or for any damages or other amounts caused by or associated with such Suspension or suspended activity. A right exercised under this section shall not be an exclusive remedy but shall be in addition to any other rights and remedies provided for by law. Any amount paid to Supplier in the form of prepaid fees attributable to a period of Suspension or suspended activity shall be refunded.

**11.3** Such Suspension may be removed, or suspended activity may resume, at the earlier of such time as a formal notice is issued that authorizes the resumption of performance under the Contract or at such time as a purchase order or other appropriate encumbrance document is issued. This subsection is not intended to operate as an affirmative statement that such resumption will occur.

## **12 Certification Regarding Debarment, Suspension, and Other Responsibility Matters**

The certification made by Supplier with respect to Debarment, Suspension, certain indictments, convictions, civil judgments and terminated public contracts is a

material representation of fact upon which reliance was placed when entering into the Contract. A determination that Supplier knowingly rendered an erroneous certification, in

addition to other available remedies, may result in whole or partial termination of the Contract for Supplier's default. Additionally, Supplier shall promptly provide written notice to the State Purchasing Director if the certification becomes erroneous due to changed circumstances.

**13 Certification Regarding State Employees Prohibition From Fulfilling Services**

Pursuant to 74 O.S. § 85.42, the Supplier certifies that no person involved in any manner in development of the Contract employed by the State shall be employed to fulfill any services provided under the Contract.

**14 Notices**

All notices, approvals or requests allowed or required by the terms of any Contract shall be in writing, reference the Contract with specificity and deemed delivered upon receipt or upon refusal of the intended party to accept receipt of the notice. Notice information may be updated in writing to the other party as necessary.

In addition to other notice requirements in the Contract and the designated Supplier contact provided in a successful Bid, notices shall be sent to the State at the email address set forth below.

Notwithstanding any other provision of the Contract, confidentiality, breach and termination-related notices shall be delivered to the address below in addition to e-mail.

**If sent to the State:**

State Purchasing Director  
2401 North Lincoln Blvd., Second Floor  
Oklahoma City, Oklahoma 73105

**With a copy, which shall not constitute notice, to:**

Purchasing Division Deputy General Counsel  
2401 North Lincoln Blvd., Second Floor  
Oklahoma City, Oklahoma 73105

**15 Miscellaneous**

**15.1 Choice of Law and Venue**

Any claim, dispute, or litigation relating to the Contract documents, in the singular or in the aggregate, shall be governed by the laws of the State of Oklahoma without regard to application of choice of law principles. Pursuant to 74 O.S. §85.7(F), where Federal awards are involved, applicable federal laws, rules and regulations shall govern to the extent necessary to insure ensure compliance with the terms of the Federal award. Venue for any action, claim, dispute, or litigation relating in any way to the Contract documents, shall be in Oklahoma County, Oklahoma. The State expressly declines any terms that minimize its rights under Oklahoma Law, including but not limited to, Statutes of Limitations.

### **15.2 Employment Relationship**

The Contract does not create an employment relationship. Individuals providing products or performing services pursuant to the Contract are not employees of the State or Customer and, accordingly are not eligible for any rights or benefits whatsoever accruing to such employees.

### **15.3 Failure to Enforce**

Failure by the State or a Customer at any time to enforce a provision of, or exercise a right under, the Contract shall not be construed as a waiver of any such provision. Such failure to enforce or exercise shall not affect the validity of any Contract document, or any part thereof, or the right of the State or a Customer to enforce any provision of, or exercise any right under, the Contract at any time in accordance with its terms. Likewise, a waiver of a breach of any provision of a Contract document shall not affect or waive a subsequent breach of the same provision or a breach of any other provision in the Contract.

### **15.4 Invalid Term or Condition**

To the extent any term or condition in the Contract conflicts with a compulsory applicable State or United States law or regulation, such Contract term or condition is void and unenforceable. By executing any Contract document which contains a conflicting term or condition, no representation or warranty is made regarding the enforceability of such term or condition. Likewise, any applicable State or federal law or regulation which conflicts with the Contract or any non-conflicting applicable State or federal law or regulation is not waived.

### **15.5 Severability**

If any provision of a Contract document, or the application of any term or condition to any party or circumstances, is held invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable and the application of such provision to other parties or circumstances shall remain valid and in full force and effect. If a court finds that any provision of this contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

#### **15.6 Section Headings**

The headings used in any Contract document are for convenience only and do not constitute terms of the Contract.

#### **15.7 Sovereign Immunity**

Notwithstanding any provision in the Contract, the Contract is entered into subject to the State's Constitution, statutes, common law, regulations, and the doctrine of sovereign immunity, none of which are waived by the State nor any other right or defense available to the State; provided, however, that the parties hereby agree that the doctrine of sovereign immunity does not apply to actions grounded in contract and therefore does not prohibit Supplier from pursuing claims arising under the Contract against the State and Customers.

#### **15.8 Survival**

As applicable, performance under all license, subscription, service agreements, statements of work, transition plans and other similar Contract documents entered into between the parties under the terms of the Contract shall survive Contract expiration. Additionally, rights and obligations under the Contract which by their nature should survive including, without limitation, certain payment obligations invoiced prior to expiration or termination; confidentiality obligations; security incident and data breach obligations and indemnification obligations, remain in effect after expiration or termination of the Contract.

#### **15.9 Gratuities**

The Contract may be immediately terminated, in whole or in part, by written notice if it is determined that the Supplier, its authorized employee, agent, or another representative acting within the scope of their authority violated any federal, State or local law, rule or ordinance by offering or giving a gratuity

to any State employee directly involved in the Contract. In addition, Suspension or Debarment of the Supplier may result from such a violation.

**15.10 Import/Export Controls**

Neither party will use, distribute, transfer or transmit any equipment, services, software or technical information provided under the Contract (even if incorporated into other products) except in compliance with all applicable import and export laws, conventions and regulations.

**Attachment E1 to  
STATE OF OKLAHOMA CONTRACT WITH Keefe Commissary Network, LLC  
RESULTING FROM SOLICITATION NO. EV0000611  
Executive Summary and Company Information**

Offeror must provide complete and succinct responses to each item below. Insert your responses into this worksheet directly into the yellow boxes if your response does not fit into the boxes below a clearly labeled response (Example: 7.2.etc). will be considered. Offeror should provide all information necessary to demonstrate Offeror's ability to meet the requirements of this RFP and the RFP's Scope of Work. Responses to the below questions in this Attachment are mandatory and will be evaluated. Failure to respond to any question may result in your proposal being deemed nonresponsive.

**Any bidder responses left blank to any of the below requirements will not proceed further in the evaluation phase.**

**Section Two: Executive Summary and Company Information**

Bidders Instructions	Record Responses Below
7.2	<b>Bidder marketing information, general company information and other similar resources the Bidder wishes to provide</b>
7.2.a	<b>Provide the length of time the Bidder has been in business</b>
7.2.b	<b>Insert a brief description of the company</b>
7.2.c	<b>Indicate Company size and organization structure (an Organizational chart is recommended)</b>
7.2.d	<b>The number of years the Bidder has been providing products and/or services of the type requested, (must be at least 36months)</b>
7.2.e	<b>Describe the core competency of the company</b>
7.2.f	<b>Estimated Number of clients</b>
7.2.g	<b>Average client size (i.e., employee count)</b>

## Exhibit 2 - ODOC's Items Sold/Supplier's Proposed Pricing

Department	Category	UPC#	Item Description	Total Unit (Package)/ Sold UOM	Unit (Package) Sold UOM	Total Unit (Package) Sold Quantity	Bidder's Proposed Manufacturer/ Brand Name	Bidder's Proposed Total Unit (Package) Size	Bidder's Price Broken Down to UOM to the tenthousandth decimal (i.e., a 16.9 oz water that is \$1.19 per ea would be \$0.0704 per oz)	Bidder's Total Per Unit Cost	Bidder's Total Per Unit Cost x Quantity Sold
Beverage	Non-carbonated	02754100064	Niagara Water	16.9	oz	615,060				\$	\$
Food	Soups	041769002598	Maruchan Ramen Roast Beef	3	oz	550,194				\$	\$
Food	Soups	041769002793	Maruchan Ramen Hot & Spicy Vegetable	3	oz	512,577				\$	\$
Food	Soups	041769002762	Maruchan Ramen Chili	3	oz	497,313				\$	\$
Food	Soups	041769003172	Maruchan Ramen Lime Chili Shrimp	3	oz	480,692				\$	\$
Food	Soups	041769002616	Maruchan Ramen Noodles Picante Chicken	3	oz	411,736				\$	\$
Food	Soups	041769002571	Maruchan Ramen Roast Chicken	3	oz	356,656				\$	\$
Food	Soups	041769002786	Maruchan Ramen Texas Beef	3	oz	330,330				\$	\$
Beverage	Non-carbonated	087391070228	Freeze Dried Coffee Colombian	3	oz	293,373				\$	\$
Food	Soups	041769002519	Maruchan Ramen Creamy Chicken	3	oz	286,901				\$	\$
Beverage	Non-carbonated	850003766454	Hawaiian Punch Juicy Red Singles To Go, 8/Box	0.72	oz	286,200				\$	\$
Food	Meats/Beans	087391125447	Brushy Creek Beef Summer Sausage	5	oz	279,678				\$	\$
Food	Dinner Mixes	087391107273	Sevilla Spicy Cheesy Spanish Rice	2	oz	274,264				\$	\$
Food	Bread/Pastries/Cookies	087391128257	Market Square Honey Bun	4.75	oz	230,896				\$	\$
Beverage	Carbonated	073800008980	Faygo Dr. Faygo	20	oz	205,805				\$	\$
Beverage	Non-carbonated	850003766478	Hawaiian Punch Lemon Berry Squeeze Singles To Go, 8/Box	0.65	oz	195,552				\$	\$
Food	Bread/Pastries/Cookies	087391050701	Cactus Annies FF Tortilla 6/Pack	8	oz	187,459				\$	\$
Food	Meats/Beans	087391043857	Fresh Catch Mackerel In Oil	3.53	oz	170,618				\$	\$
Personal Hygiene	Bath Tissue	2920	Toilet Paper Single Roll Indv Wrap	1	roll	148,713				\$	\$
Food	Meats/Beans	087391097713	Sevilla Refried Beans Spicy	8	oz	146,891				\$	\$
Food	Candy/Snacks	087391853760	Moon Lodge Microwave Popcorn Light Butter	2.8	oz	127,776				\$	\$
Food	Candy/Snacks	087391128271	Kraft Cheese Snack Sharp Cheddar	4	oz	123,477				\$	\$
Beverage	Carbonated	073800002956	Faygo Orange Soda	20	oz	114,208				\$	\$
Beverage	Non-carbonated	046500001745	Tropicana Orange Juice	10	oz	112,325				\$	\$
Food	Soups	041769002755	Ramen Cajun Shrimp	2.8	oz	110,475				\$	\$
Beverage	Carbonated	073800002987	Faygo Root Beer Soda	20	oz	110,151				\$	\$
Food	Bread/Pastries/Cookies	070953760007	Dutchess Cinnamon Roll	4	oz	106,222				\$	\$
Food	Bread/Pastries/Cookies	087391760225	Market Square Peanut Butter Wafers	12	oz	103,556				\$	\$
Food	Meats/Beans	087391043956	Fresh Catch Fish Steaks W Green Chilis	3.53	oz	102,699				\$	\$
Food	Meats/Beans	087391128288	Kraft Cheese Snack Jalapeno	4	oz	99,537				\$	\$
Personal Hygiene	Soap	087391220982	Next1 Soap Antibacterial Sport Bar	5	oz	97,584				\$	\$
Food	Candy/Snacks	079763406156	Austin Sandwich Cracker Ches&Ches	1.38	oz	97,565				\$	\$
Personal Hygiene	Soap	087391220975	Next1 Soap Moisturizing Bar	5	oz	94,330				\$	\$
Beverage	Non-carbonated	072392327256	Starburst Cherry Drink Mix Sticks Singles To Go 6/Box	0.56	oz	92,208				\$	\$
Food	Meats/Beans	087391125461	Brushy Creek Beef Summer Sausage Hot & Spicy	5	oz	89,207				\$	\$
Food	Candy/Snacks	087391012662	Cactus Annies Hot & Spicy Pork Rinds	2	oz	86,462				\$	\$

Food	Dinner Mixes	087381058806	Rice Instant White	8	oz	64.729				\$	-	\$	-
Beverage	Non-carbonated	087381105868	Paramount Creamer French Vanilla	6.75	oz	64.363				\$	-	\$	-
Food	Bread/Pastries/Cookies	087381069501	Market Square Cupcakes Choc Cream	4	oz	83.481				\$	-	\$	-
Personal Hygiene	Shaving	2100	Razor No Brand	1	ea	83.158				\$	-	\$	-
Beverage	Carbonated	01200001291	Pepsi	20	oz	76.896				\$	-	\$	-
Food	Candy/Snacks	087381051135	Moon Lodge Sour Cream & Onion Chips	6	oz	76.756				\$	-	\$	-
Food	Meats/Beans	087381097636	Sevilla Refried Beans Plain	8	oz	76.626				\$	-	\$	-
Beverage	Non-carbonated	04650008386	Tropicana Juice Cranberry	10	oz	76.370				\$	-	\$	-
Food	Dinner Mixes	087381058407	Sevilla Beans & Rice Hot Chili	4.4	oz	75.937				\$	-	\$	-
Food	Condiments/Spices	039200000683	Van Hoften Jumbo Mild Pickle in a Pouch	9.6	oz	70.506				\$	-	\$	-
Food	Candy/Snacks	087381466775	Sathers Candy All-Stars	3.75	oz	70.274				\$	-	\$	-
Beverage	Carbonated	036511007016	Days Soda Orange	24	oz	70.146				\$	-	\$	-
Food	Bread/Pastries/Cookies	087381760556	Market Square Swiss Roll	12	oz	69.833				\$	-	\$	-
Food	Dinner Mixes	071922024107	Jasper Gakster Mac & Cheese	7.25	oz	69.450				\$	-	\$	-
Food	Bread/Pastries/Cookies	085264455895	Clevenhill Honey Bun Chocolate Iced	4.75	oz	69.199				\$	-	\$	-
Beverage	Carbonated	038511007023	Days Soda Grape	24	oz	67.843				\$	-	\$	-
Food	Candy/Snacks	028400047074	Cheetos Flamin' Hot	8	oz	65.688				\$	-	\$	-
Beverage	Non-carbonated	087381002653	Paramount Creamer Zip Bag	8	oz	63.922				\$	-	\$	-
Food	Candy/Snacks	028400147071	Doritos Tortilla Chips Cool Ranch	8	oz	63.508				\$	-	\$	-
Food	Candy/Snacks	028400667739	Doritos Tortilla Spicy Sweet Chili	7.5	oz	62.112				\$	-	\$	-
Food	Condiments/Spices	087381128592	Peanut Butter - Creamy	16	oz	62.036				\$	-	\$	-
Beverage	Carbonated	036511007061	Days Soda Cola	24	oz	61.418				\$	-	\$	-
Food	Soups	087381030825	Thai Palace Noodles Chili 24/Pack	3.7	oz	60.944				\$	-	\$	-
Food	Dinner Mixes	041000022784	Knorr Rice Cheddar Broccoli	5.7	oz	60.912				\$	-	\$	-
Beverage	Non-carbonated	087381037016	French Vanilla Capuccino	6	oz	59.737				\$	-	\$	-
Food	Candy/Snacks	079783406200	Ausein Sandwich Cracker Toasted Pnb	1.38	oz	57.748				\$	-	\$	-
Food	Candy/Snacks	040000424314	Mars Snickers	1.86	oz	57.230				\$	-	\$	-
Food	Candy/Snacks	087381853784	Moon Lodge Kettle Corn	2.8	oz	57.188				\$	-	\$	-
Food	Bread/Pastries/Cookies	038000317316	Kellogg's Pop Tart Frosted Strawberry 2/Pack	3.67	oz	56.970				\$	-	\$	-
Food	Bread/Pastries/Cookies	888109300074	Dolly Madison Donuts Powdered Sugar	3	oz	56.924				\$	-	\$	-
Food	Candy/Snacks	028400151849	Ruffles Cheddar & Sour Cream	5.5	oz	56.916				\$	-	\$	-
Food	Meats/Beans	087381043970	Fresh Catch Fish Steaks N Hot Sauce	3.53	oz	56.330				\$	-	\$	-
Food	Dinner Mixes	041000022319	Knorr Teriyaki Rice	5.4	oz	55.913				\$	-	\$	-
Food	Candy/Snacks	087381125102	Moon Lodge Buffalo Wing Blue Cheese	6	oz	54.504				\$	-	\$	-
Food	Bread/Pastries/Cookies	087381065972	Market Square Peanut Butter Creams	6	oz	53.969				\$	-	\$	-
Food	Dinner Mixes	041000023028	Knorr Mexican Rice	5.4	oz	53.785				\$	-	\$	-
Beverage	Carbonated	012000001314	Mountain Dew	20	oz	53.318				\$	-	\$	-
Food	Candy/Snacks	087381128301	Corner Stone Candy Sour Watermelon	3	oz	52.861				\$	-	\$	-
Food	Bread/Pastries/Cookies	016000442818	Nature Valley Sweet & Salt Nut Granola Bar	1.2	oz	51.826				\$	-	\$	-
Food	Candy/Snacks	087381127731	Corner Stone Candy Butterscotch Discs	4.25	oz	49.541				\$	-	\$	-

Food	Meats/Beans	046000391247	Chicken Of The Sea Premium Light Tuna	3	oz	49,003				\$	-	\$	-
Food	Candy/Snacks	038445514011	King Nut Snack Mix Healthy	3.25	oz	48,377				\$	-	\$	-
Beverage	Non-carbonated	087381070366	Hot Cocoa (Clear Pack With Zipper)	10	oz	46,693				\$	-	\$	-
Food	Meats/Beans	087381017117	Brush Creek Chili W/ Beans	11.25	oz	46,703				\$	-	\$	-
Food	Condiments/Spices	300258900788	Equal Sweetener Pink 100 Packets/Box	1	box	45,321				\$	-	\$	-
Food	Bread/Pastries/Cookies	087381087105	Market Square Duplex Crème	6	oz	44,856				\$	-	\$	-
Food	Candy/Snacks	038445000101	King Nut Peanut Honey Roasted	2.5	oz	44,732				\$	-	\$	-
Food	Candy/Snacks	087381128295	Corner Stone Peach Rings	3	oz	43,769				\$	-	\$	-
Food	Meats/Beans	037600190671	Normal Spam Singles	2.5	oz	43,503				\$	-	\$	-
Food	Bread/Pastries/Cookies	036000311314	Kellogg's Pop Tart Brown Sugar 2/Pack	3.67	oz	43,466				\$	-	\$	-
Food	Candy/Snacks	087381075506	Moon Lodge Roasted Salt Peanut	1.75	oz	42,840				\$	-	\$	-
Food	Dinner Mixes	087381049364	Velveta Macaroni & Cheese	3	oz	42,367				\$	-	\$	-
Household	Laundry/Cleaning	087381217890	Heritage Laundry Detergent W/Bleach	14.4	oz	42,069				\$	-	\$	-
Food	Bread/Pastries/Cookies	087381060793	Market Square Chocolate Cream Cookies	14	oz	42,035				\$	-	\$	-
Food	Candy/Snacks	087381051104	Moon Lodge Stuffed Jal Chips	6	oz	41,850				\$	-	\$	-
Food	Candy/Snacks	028400047173	Cheetos Cheese Cruncity	9	oz	40,542				\$	-	\$	-
Food	Meats/Beans	047500013017	Brigford Pepperoni Sliced	3.5	oz	40,359				\$	-	\$	-
Food	Meats/Beans	087381043864	Fresh Catch Sardines In Hot Tomato Sauce	3.5	oz	40,281				\$	-	\$	-
Food	Condiments/Spices	087381003554	Cactus Anises Jalapenos Sliced	12	oz	39,644				\$	-	\$	-
Food	Bread/Pastries/Cookies	087381067099	Market Square Cookies Vanilla Cremes	6	oz	39,589				\$	-	\$	-
Food	Candy/Snacks	087381051128	Moon Lodge Bqg Potato Chips	6	oz	39,585				\$	-	\$	-
Food	Candy/Snacks	087381127117	Corner Store Starlight Mints	3.75	oz	39,537				\$	-	\$	-
Food	Bread/Pastries/Cookies	087381060687	Market Square Strawberry Cream Cookie	14	oz	39,067				\$	-	\$	-
Food	Candy/Snacks	038445514066	King Nut Cajun Mix Nuts	3.5	oz	38,587				\$	-	\$	-
Food	Condiments/Spices	300258109510	Equal Sweetener Blue 115 Packets/Box	1	box	38,490				\$	-	\$	-
Personal Hygiene	Dental	035000566850	Ultra Bite Toothpaste Advanced Whitening	6	oz	37,070				\$	-	\$	-
Food	Bread/Pastries/Cookies	036000310317	Kellogg's Pop Tart Blueberry 2/Pack	3.67	oz	36,788				\$	-	\$	-
Food	Candy/Snacks	087381127762	Sathers Candy Neon Nightcrallers	4	oz	36,607				\$	-	\$	-
Food	Candy/Snacks	087381125362	The Whole Shabang Potato Chip Xtreme	6	oz	35,693				\$	-	\$	-
Food	Candy/Snacks	087381126031	Golden Valley Snack Crackers	13.7	oz	35,238				\$	-	\$	-
Food	Condiments/Spices	087381037320	Mayonnaise - Squeeze bottle	18	oz	35,181				\$	-	\$	-
Food	Meats/Beans	087381126444	Fresh Catch Tuna with Jalapeno	3.53	oz	35,064				\$	-	\$	-
Food	Frozen Snacks	071007013904	El Monterey Beef & Bean Burrito	5	oz	34,886				\$	-	\$	-
Food	Meats/Beans	717434928248	Herford Beef Crumbles Seasoned	6	oz	33,502				\$	-	\$	-
Beverage	Carbonated	636511007292	Days Soda Root Beer	24	oz	33,425				\$	-	\$	-
Personal Hygiene	Deodorant	022200004923	Mennen Speed Stick Ultimate Sport	3	oz	33,205				\$	-	\$	-
Food	Candy/Snacks	040000000327	Mars M&M Peanut	1.74	oz	32,902				\$	-	\$	-
Food	Bread/Pastries/Cookies	087381060748	Market Square Iced Oatmeal Cookies	16	oz	31,865				\$	-	\$	-
Food	Bread/Pastries/Cookies	087381060731	Market Square Chocolate Chip Cookies	16	oz	31,696				\$	-	\$	-
Personal Hygiene	Soap	06537066242	Freshscent Spring Fresh Bar Soap	5	oz	31,529				\$	-	\$	-

Food	Frozen Snacks	031000100100	Banquet Fried Chicken		26	oz	31.309					\$	-	\$	-	\$	-
Beverage	Non-carbonated	08736100218	Coffee Crystals Instant		4	oz	31.094					\$	-	\$	-	\$	-
Food	Candy/Snacks	08736112755	Corner Store Gummi Bears		4	oz	30.763					\$	-	\$	-	\$	-
Food	Meats/Beans	087361125416	Brush Creek Summer Sausage Hot		1,625	oz	30.527					\$	-	\$	-	\$	-
Food	Candy/Snacks	087361005112	Cactus Anni's Nacho Cheese Tortilla Chip		10	oz	30.125					\$	-	\$	-	\$	-
Beverage	Non-carbonated	052000324815	Gatorade Cool Blue		20	oz	29.150					\$	-	\$	-	\$	-
Stationary	Writing Supplies	2311	Bic Pen Round Sic		1	ea	28.803					\$	-	\$	-	\$	-
Food	Frozen Snacks	013120012518	Ore Ida Fries Easy Extra Crispy		4.75	oz	28.192					\$	-	\$	-	\$	-
Food	Candy/Snacks	040000001607	Skittles Candy Original		2.17	oz	27.967					\$	-	\$	-	\$	-
Food	Bread/Pastries/Cookies	065264272226	Clovermill Cheese Danish Strawberry		4.25	oz	27.973					\$	-	\$	-	\$	-
Food	Bread/Pastries/Cookies	065264311000	Clovermill Cheese Danish Blueberry		4.25	oz	27.866					\$	-	\$	-	\$	-
Food	Condiments/Spices	087361077562	Jelly - Grapes - Squeeze bottle		20	oz	27.740					\$	-	\$	-	\$	-
Personal Hygiene	Dental	035000556769	Colgate Toothbrush (Soft)		1	ea	27.628					\$	-	\$	-	\$	-
Food	Candy/Snacks	021000616909	Velveeta Cheese Bar Original		8	oz	27.342					\$	-	\$	-	\$	-
Food	Bread	046045073722	Bakeries Bread Sandwich White		24	oz	26.963					\$	-	\$	-	\$	-
Food	Meats/Beans	087361017100	Brushy Creek Chili No Beans		11.25	oz	26.928					\$	-	\$	-	\$	-
Household	Laundry/Cleaning	087361217883	Heritage Laundry Detergent		14.4	oz	26.669					\$	-	\$	-	\$	-
Food	Candy/Snacks	087361466264	Sathers Candy Vanilla Caramels		3	oz	26.649					\$	-	\$	-	\$	-
Food	Bread/Pastries/Cookies	065264341007	Clovermill Cheese Danish Apple		4.25	oz	26.630					\$	-	\$	-	\$	-
Personal Hygiene	Soap	087361220968	Next1 Soap Cocoa Butter Bar		5	oz	26.423					\$	-	\$	-	\$	-
Food	Soups	041769002779	Maruchan Ramen Cajun Chicken		3	oz	25.619					\$	-	\$	-	\$	-
Food	Candy/Snacks	087361406072	Corner Stone Sour Fruit Balls		4.25	oz	24.938					\$	-	\$	-	\$	-
Food	Soups	041769002724	Maruchan Ramen Beef Soup		3	oz	24.924					\$	-	\$	-	\$	-
Food	Condiments/Spices	087361006604	Hot Sauce Louisiana Style		6	oz	24.818					\$	-	\$	-	\$	-
Beverage	Carbonated	059511007054	Days Soda Ginger Ale		24	oz	24.528					\$	-	\$	-	\$	-
Food	Candy/Snacks	087361051142	The Whole Shebang Potato Chips Original		6	oz	24.316					\$	-	\$	-	\$	-
Food	Bread/Pastries/Cookies	072108010229	Moon Pie Banana Dbl Decker		2.75	oz	24.053					\$	-	\$	-	\$	-
Food	Candy/Snacks	039000765414	Kellogg Rice Krispie Original		1.3	oz	24.003					\$	-	\$	-	\$	-
Food	Condiments/Spices	074680006614	Crowning Touch Dressing Ranch		16	oz	23.890					\$	-	\$	-	\$	-
Household	Laundry/Cleaning	827654007142	Ajax Dish Liquid Lemon 20/Case		12.4	oz	23.357					\$	-	\$	-	\$	-
Beverage	Non-carbonated	850003766465	Hawaiian Punch Berry Blue Typhoon Singles To Go, 8/Box.		0.95	oz	23.257					\$	-	\$	-	\$	-
Food	Candy/Snacks	087361009729	Cactus Anni's Corn Chips Regular		13	oz	23.150					\$	-	\$	-	\$	-
Food	Cereal	087361103629	Golden Valley Berries Bunch O'Crunch		20	oz	22.890					\$	-	\$	-	\$	-
Food	Candy/Snacks	087361049422	Velveeta Nacho Cheese Sauce Instant		1.5	oz	22.879					\$	-	\$	-	\$	-
Food	Bread/Pastries/Cookies	030700003438	Schulze & Burch Granola Bar Oat & Honey		0.74	oz	22.774					\$	-	\$	-	\$	-
Food	Candy/Snacks	026200471730	Andy Capp Hot Fries		0.85	oz	22.526					\$	-	\$	-	\$	-
Beverage	Non-carbonated	052000326660	Gatorade Fruit Punch		20	oz	22.434					\$	-	\$	-	\$	-
Food	Candy/Snacks	040000422068	Mars Milky Way		1.84	oz	22.416					\$	-	\$	-	\$	-
Food	Cereal	087361106612	Golden Valley Frosted Flakes		20	oz	22.064					\$	-	\$	-	\$	-
Food	Bread/Pastries/Cookies	065264316101	Clovermill Cheese Danish Cherry		4.25	oz	22.024					\$	-	\$	-	\$	-

Food	Frozen Snacks	072190635273	Tony's Deep Dish Pepperoni Pizza		5.5	oz	21,971				\$	-	\$	-
Beverage	Non-carbonated	85000376492	Hawaiian Punch Polar Blast. 8/Box.		0.88	oz	21,749				\$	-	\$	-
Food	Candy/Snacks	087381051111	Moon Lodge Regular Potato Chips		6	oz	21,560				\$	-	\$	-
Food	Condiments/Spices	087381128605	Peanut Butter - Crunchy		16	oz	21,451				\$	-	\$	-
Food	Candy/Snacks	028400382630	Doritos Flamin' Hot		7.5	oz	21,173				\$	-	\$	-
Food	Frozen Snacks	043695033007	Hot Pocket Pepperoni		4	oz	20,991				\$	-	\$	-
Food	Candy/Snacks	099000100973	Nestle Butterfinger		1.8	oz	20,729				\$	-	\$	-
Food	Candy/Snacks	040000000310	Mars M&M Plain		1.89	oz	20,438				\$	-	\$	-
Food	Frozen Snacks	042600160000	Totino Combination Pizza		10	oz	20,366				\$	-	\$	-
Food	Cereal	087381125708	Golden Valley Chocolate Frosted Flakes		20	oz	20,308				\$	-	\$	-
Food	Soups	087381017165	Brushy Creek Beef Stew		11.25	oz	19,845				\$	-	\$	-
Food	Candy/Snacks	040000000518	Starburst Original		2.07	oz	19,746				\$	-	\$	-
Food	Bread/Pastries/Cookies	087381060441	Zippy Cakes Glazed Honey Bun		4.75	oz	19,470				\$	-	\$	-
Food	Candy/Snacks	034000004409	Hershey Reses Peanut Butter Cups		1.5	oz	19,407				\$	-	\$	-
Food	Cereal	087381103605	Golden Valley Cinnamon Squares Cereal		20	oz	19,198				\$	-	\$	-
Food	Cereal	087381103650	Golden Valley Fruit Rolls Cereal		20	oz	19,071				\$	-	\$	-
Food	Candy/Snacks	077675081105	Jalapeno Pretzel Pieces Snyder's		2.25	oz	18,552				\$	-	\$	-
Personal Hygiene	Soap	08517007928	Freshcent Bar Soap		1.25	oz	18,547				\$	-	\$	-
Food	Bread	046046073760	Embo Bakery Wheat Sandwich Bread		24	oz	18,390				\$	-	\$	-
Food	Frozen Snacks	07782029840	Johnsonville Beef Hot Links		12	oz	18,390				\$	-	\$	-
Beverage	Non-carbonated	072392351927	W.M.'s Iced Tea W/Lemon Singles To Go, 8/Box		0.4	oz	18,374				\$	-	\$	-
Food	Condiments/Spices	013000001243	Heinz Tomato Ketchup - Squeeze bottle		14	oz	18,292				\$	-	\$	-
Food	Meats/Beans	087381017124	Brushy Creek Chili Hot W/Beans		11.25	oz	18,029				\$	-	\$	-
Food	Meats/Beans	087381043778	Fresh Catch Tuna In Water		4.23	oz	17,440				\$	-	\$	-
Health and Beauty	Miscellaneous	087381219528	New Day Cotton Swabs 100/Pack		1	box	17,367				\$	-	\$	-
Personal Hygiene	Shampoo/Conditioner	816556012865	Alberto Vo5 Shampoo Extra Body		12.5	oz	17,264				\$	-	\$	-
Food	Soups	810037810042	Ramen Express Chicken (Kosher/Halal)		3	oz	17,169				\$	-	\$	-
Food	Soups	810037810059	Ramen Express Beef (Kosher/Halal)		3	oz	16,897				\$	-	\$	-
Food	Soups	041789002717	Maruchan Ramen Chicken Soup CI		3	oz	16,862				\$	-	\$	-
Food	Frozen Snacks	044500313765	Hillshire Farm Beef Smoked Sausage		13.5	oz	16,861				\$	-	\$	-
Food	Cereal	087381103643	Golden Valley Honey Nut Toasted Oats		20	oz	16,815				\$	-	\$	-
Food	Condiments/Spices	087381077579	Jelly - Strawberry - Squeeze bottle		20	oz	16,702				\$	-	\$	-
Personal Hygiene	Soap	035000141071	Fish Spring Soap		4	oz	16,636				\$	-	\$	-
Food	Meats/Beans	048000397249	Chicken Of The Sea Light Tuna		7.1	oz	16,359				\$	-	\$	-
Food	Bread/Pastries/Cookies	087381125605	Market Square Cookie Chocolate Vanilla Double Stuff		15.35	oz	15,614				\$	-	\$	-
Food	Candy/Snacks	040000004356	Twix Cookie Bar		1.79	oz	15,525				\$	-	\$	-
Food	Frozen Snacks	054500181454	Ball Park Hillshire Beef Patty		16.2	oz	15,313				\$	-	\$	-
Food	Candy/Snacks	087381009105	Cactus Annie's Round Tortilla Chips		12	oz	14,880				\$	-	\$	-
Food	Candy/Snacks	087381076299	Cactus Ann Chili Cheese Corn Chips		12	oz	14,875				\$	-	\$	-
Medical	Cold/Allergy	655708128305	Altra-Salzer Pain Relief Plus Cold 2/Pack		1	pack	14,608				\$	-	\$	-

Medical		160410000439	Good Sense Honey Lemon Cough Drops, 30/Pack.	1	pack	14,654					\$	-	\$	-
Beverage	Non-carbonated	087381029745	Maxwell House Coffee	4	oz	14,383					\$	-	\$	-
Beverage	Carbonated	012000221514	Starry Soda Regular	20	oz	14,262					\$	-	\$	-
Food	Fruits/Vegetables	029700001462	Idahoan Mashed Potatoes 4 Cheese	4	oz	14,096					\$	-	\$	-
Food	Candy/Snacks	087381079146	Golden Valley Salline Cracker	16	oz	13,781					\$	-	\$	-
Food	Condiments/Spices	07236000150	Salsa Elbato Green Jalapeno	12	oz	13,735					\$	-	\$	-
Food	Bread/Pastries/Cookies	079216009190	Nuevo Leon Tortillas White Corn 10/Pack	10	oz	13,682					\$	-	\$	-
Food	Frozen Snacks	027096164042	Don Miguel Steak & Jalapeno Burrito	7	oz	13,589					\$	-	\$	-
Food	Candy/Snacks	087381001789	City Cow Hot Pepper Cheese Snack Bar	4	oz	13,372					\$	-	\$	-
Food	Bread/Pastries/Cookies	869109300036	Dolly Ice! Devil's Food Cakes	3.61	oz	13,311					\$	-	\$	-
Personal Hygiene	Deodorant	023400076864	Dial Roll On Deodorant	1.5	oz	13,134					\$	-	\$	-
Beverage	Non-carbonated	850003766874	Crush Drink Mix Watermelon, 6/Box.	0.53	oz	12,894					\$	-	\$	-
Food	Soups	810037810387	Ramen Express Hotter & Spicier Chit (Kosher/Halal)	3	oz	12,898					\$	-	\$	-
Personal Hygiene	Shampoo/Conditioner	087381249426	Elementz 3N1 Hair & Body Wash	15	oz	12,866					\$	-	\$	-
Food	Meats/Beans	020501110039	Trail's Best Beef & Cheese Sticks	1	oz	12,765					\$	-	\$	-
Food	Frozen Snacks	043695032000	Hot Pocket Ham & Cheese	4	oz	12,596					\$	-	\$	-
Food	Soups	052066000043	Mama Noodles Pork	2.1	oz	12,521					\$	-	\$	-
Food	Frozen Snacks	077180730688	Red Baron Deep Dish Meat, Tho	5.44	oz	12,368					\$	-	\$	-
Food	Candy/Snacks	077975081112	Snyders Honey/Mustard & Onion Pretzel Pieces	2.5	oz	12,186					\$	-	\$	-
Food	Candy/Snacks	099000625468	Baby Ruth	1.9	oz	12,118					\$	-	\$	-
Food	Candy/Snacks	075186050038	Zachary Bridge Mix	5	oz	12,014					\$	-	\$	-
Food	Bread/Pastries/Cookies	087381102783	Market Square Cinnamon Coffee Cake	4	oz	11,975					\$	-	\$	-
Food	Candy/Snacks	087381009310	Cactus Annie Cheese Puff	10	oz	11,795					\$	-	\$	-
Beverage	Carbonated	098511007292	Days Soda Rootbeer	24	oz	11,709					\$	-	\$	-
Household	Housewares	087381241505	Crawford Bowl with Lid 1.6 quart	1	ea	11,642					\$	-	\$	-
Food	Candy/Snacks	087381001758	City Cow Cheddar Cheese Bar	4	oz	11,603					\$	-	\$	-
Electronics	Miscellaneous	2838	Earbuds WMicrophones	1	ea	11,580					\$	-	\$	-
Food	Frozen Snacks	070640310500	Blue Bunny Ice Cream Bar Big Mississippi	6	oz	11,507					\$	-	\$	-
Food	Candy/Snacks	040000422082	3 Musketeers Candy Bar	1.92	oz	11,385					\$	-	\$	-
Stationary	Writing Supplies	2313	Pencils	1	ea	11,350					\$	-	\$	-
Food	Meats/Beans	087381043818	Fresh Catch Salmon Flakes In Water	3.53	oz	11,312					\$	-	\$	-
Food	Condiments/Spices	058200000064	Van Houten Jumbo Hot Pickle in a Pouch	9.6	oz	11,161					\$	-	\$	-
Food	Bread/Pastries/Cookies	087381102790	Market Square Cake Cream Cheese	4	oz	11,007					\$	-	\$	-
Food	Candy/Snacks	087381021312	City Cow Providence Cheese Bar	4	oz	10,795					\$	-	\$	-
Beverage	Non-carbonated	087381102448	Premium Freeze Dried Coffee	3	oz	10,615					\$	-	\$	-
Food	Condiments/Spices	087381109119	Cream Cheese W/Jalapenos Spread	2	oz	10,613					\$	-	\$	-
Personal Hygiene	Shaving	842424002105	Dorco Triple Blade Replacement 4/Pack	1	pack	10,602					\$	-	\$	-
Beverage	Non-carbonated	087381004162	Tea Bags 48/box	1	box	10,574					\$	-	\$	-
Food	Meats/Beans	04000001694	Chicken Of The Sea Smoked Clams In Oil	3.53	oz	10,526					\$	-	\$	-
Personal Hygiene	Soap	301675491353	Amibi Complexion Soap	3.5	oz	10,098					\$	-	\$	-

Beverage	Non-carbonated	087381065668	Paramont Instant Milk Bag.	10	oz	10.082			\$	-	\$	-
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**Exhibit 3 - Reference Survey**  
**Oklahoma Department of Corrections**  
**EV00000611 Canteen Services**

Supplier Name: \_\_\_\_\_

Reference Organization Name: \_\_\_\_\_

Reference Contact Name: \_\_\_\_\_

Reference Phone Number: \_\_\_\_\_

Reference Email: \_\_\_\_\_

1. Please describe the organizational structure of your agency (i.e. Private Company, State Government, Federal Government, etc)

\_\_\_\_\_

2. Please describe the work that the supplier did for you, including the size and scope of the project and the type and number of population being served.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. When did the contract take place and what was its duration? Is it still in effect?

\_\_\_\_\_

4. Did supplier successfully deliver the contract requirements/responsibilities?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

5. What was working with the supplier's staff like (professional: easy to work with, unprofessional: difficult to work with)?

\_\_\_\_\_ Professional, easy to work with      \_\_\_\_\_ Unprofessional, difficult to work with

6. How well did the supplier communicate with you?

\_\_\_\_\_ Outstanding, no issues      \_\_\_\_\_ Minor lack of communication, was resolved  
\_\_\_\_\_ Severe lack of communication, was resolved      \_\_\_\_\_ Severe lack of communication, not resolved

7. What were some of the frustrations with the supplier along the way, if any?

\_\_\_\_\_ No issues      \_\_\_\_\_ Minor issues that were resolved  
\_\_\_\_\_ Significant issues that were resolved      \_\_\_\_\_ Significant issues that were not resolved

8. Would you hire the supplier again?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

**Exhibit 4 to**

**STATE OF OKLAHOMA CONTRACT WITH Keefe Commissary  
Network, LLC, RESULTING FROM SOLICITATION NO.  
EV00000611**

**Third Party Vendor Information**

Instructions -If a third-party vendor or subcontractor is included as part of a submitted Bid, the following information is required

Third-party vendor or subcontractor name:	3rd Party Company Summary	Relationship to Bidder	Clients for which the two entities have worked together	Products and/or services proposed to be provided by the third-party vendor and how those products and/or services interface with the Bidder's solution
Name:				
Name:				
Name:				
Name:				
Name:				

## ATTACHMENT B

### STATE OF OKLAHOMA NEGOTIABLE GENERAL TERMS

This State of Oklahoma General Terms (“General Terms”) is a Contract document in connection with a Contract awarded by the Office of Management and Enterprise Services on behalf of the State of Oklahoma.

In addition to other terms contained in an applicable Contract document, Supplier and State agree to the following General Terms:

#### **1 Contract Order of Priority**

**1.1** Contract documents shall be read to be consistent and complementary. Any conflict among the Contract documents shall be resolved by giving priority to Contract documents in the following order of precedence:

- A.** any Amendment;
- B.** terms contained in this Contract document.
- C.** any Contract-specific State terms contained in a Contract document including, without limitation, information technology terms and terms specific to a statewide Contract or a State agency Contract;
- D.** any applicable Solicitation;
- E.** any successful Bid as may be amended through negotiation and to the extent the Bid does not otherwise conflict with the Solicitation, Contract or applicable law;
- F.** any statement of work, work order, or other mutually agreed Contract documents.

**1.2** If there is a conflict between the terms contained in this Contract document or in Contract-specific terms and an agreement provided by or on behalf of Supplier including but not limited to linked or supplemental documents which alter or diminish the rights of Customer or the State, the conflicting terms provided by Supplier shall not take priority over this Contract document or Acquisition-specific terms. In no event will any linked document alter or override such referenced terms except as specifically agreed in an Amendment.

## 2 Definitions

In addition to any defined terms set forth elsewhere in the Contract, the Oklahoma Central Purchasing Act and the Oklahoma Administrative Code, Title 260, the parties agree that, when used in the Contract, the following terms are defined as set forth below and may be used in the singular or plural form:

- 2.1 **Acquisition** means items, products, materials, supplies, services and equipment acquired by purchase, lease purchase, lease with option to purchase, value provided or rental under the Contract.
- 2.2 **Amendment** means any mutually executed, written modification to a Contract document or a written change, addition, correction or revision to a Solicitation.
- 2.3 **Bid** means an offer a Bidder submits in response to the Solicitation.
- 2.4 **Bidder** means an individual or business entity that submits a Bid in response to the Solicitation.
- 2.5 **Contract** means the written, mutually agreed and binding legal relationship resulting from the Contract documents and an appropriate encumbering document as may be amended from time to time, which evidences the final agreement between the parties with respect to the subject matter of the Contract.
- 2.6 **Customer** means the entity receiving goods or services contemplated by the Contract.
- 2.7 **Debarment** means action taken by a debarring official under federal or state law or regulations to exclude any business entity from inclusion on the Supplier list; bidding; offering to bid; providing a quote; receiving an award of contract with the State and may also result in cancellation of existing contracts with the State.
- 2.8 **Destination** means delivered to the receiving dock or other point specified in the applicable Contract document.
- 2.9 **Federal award** means the Federal financial assistance that a recipient receives directly from a Federal awarding agency or indirectly from a pass-through entity
- 2.10 **Governmental Entity** means any governmental entity specified as a political subdivision of the State pursuant to the Governmental Tort Claim Act including any associated institution, instrumentality, board, commission, committee, department, or other entity designated to act on behalf of the state.

- 2.11 Indemnified Parties** means the State and Customer and/or its officers, directors, agents, employees, representatives, contractors, assignees and designees thereof.
- 2.12 Inspection** means examining and testing an Acquisition (including, when appropriate, raw materials, components, and intermediate assemblies) to determine whether the Acquisition meets Contract requirements.
- 2.13 Moral Rights** means any and all rights of paternity or integrity of the Work Product and the right to object to any modification, translation or use of the Work Product and any similar rights existing under the judicial or statutory law of any country in the world or under any treaty, regardless of whether or not such right is denominated or referred to as a moral right.
- 2.14 OAC** means the Oklahoma Administrative Code.
- 2.15 OMES** means the Office of Management and Enterprise Services.
- 2.16 Solicitation** means the document inviting Bids for the Acquisition referenced in the Contract and any amendments thereto.
- 2.17 State** means the government of the state of Oklahoma, its employees and authorized representatives, including without limitation any department, agency, or other unit of the government of the state of Oklahoma.
- 2.18 Supplier** means the Bidder with whom the State enters into the Contract awarded pursuant to the Solicitation or the business entity or individual that is a party to the Contract with the State.
- 2.19 Suspension** means action taken by a suspending official under federal or state law or regulations to suspend a Supplier from inclusion on the Supplier list; be eligible to submit Bids to State agencies and be awarded a contract by a State agency subject to the Central Purchasing Act.
- 2.20 Supplier Confidential Information** means certain confidential and proprietary information of Supplier that is clearly marked as confidential and agreed by the State Purchasing Director or Customer, as applicable, but does not include information excluded from confidentiality in provisions of the Contract or the Oklahoma Open Records Act.
- 2.21 Work Product** means any and all deliverables produced by Supplier under a statement of work or similar Contract document issued pursuant to this Contract, including any and all tangible or intangible items or things that have been or will be prepared, created, developed, invented or conceived at any time following the Contract effective date including but not limited to any (i) works

of authorship (such as manuals, instructions, printed material, graphics, artwork, images, illustrations, photographs, computer programs, computer software, scripts, object code, source code or other programming code, HTML code, flow charts, notes, outlines, lists, compilations, manuscripts, writings, pictorial materials, schematics, formulae, processes, algorithms, data, information, multimedia files, text web pages or web sites, other written or machine readable expression of such works fixed in any tangible media, and all other copyrightable works), (ii) trademarks, service marks, trade dress, trade names, logos, or other indicia of source or origin, (iii) ideas, designs, concepts, personality rights, methods, processes, techniques, apparatuses, inventions, formulas, discoveries, or improvements, including any patents, trade secrets and know-how, (iv) domain names, (v) any copies, and similar or derivative works to any of the foregoing, (vi) all documentation and materials related to any of the foregoing, (vii) all other goods, services or deliverables to be provided by or on behalf of Supplier under the Contract and (viii) all Intellectual Property Rights in any of the foregoing, and which are or were created, prepared, developed, invented or conceived for the use of benefit of Customer in connection with this Contract or with funds appropriated by or for Customer or Customer's benefit (a) by any Supplier personnel or Customer personnel or (b) any Customer personnel who then became personnel to Supplier or any of its affiliates or subcontractors, where, although creation or reduction-to-practice is completed while the person is affiliated with Supplier or its personnel, any portion of same was created, invented or conceived by such person while affiliated with Customer.

### **3 Additional Pricing**

- 3.1** The price of a product offered under the Contract shall include and Supplier shall prepay all shipping, packaging, delivery and handling fees. All product deliveries will be free on board Customer's Destination. No additional fees shall be charged by Supplier for standard shipping and handling. If Customer requests expedited or special delivery, Customer may be responsible for any charges for expedited or special delivery.
- 3.2** Supplier shall have no right of setoff.
- 3.3** Because funds are typically dedicated to a particular fiscal year, an invoice will be paid only when timely submitted, which shall in no instance be later than six (6) months after the end of the fiscal year in which the goods are provided or services performed.

## 4 **Ordering, Inspection, and Acceptance**

- 4.1** Any product or service furnished under the Contract shall be ordered by issuance of a valid purchase order or other appropriate payment mechanism, including a pre-encumbrance, or by use of a valid Purchase Card. All orders and transactions are governed by the terms and conditions of the Contract. Any purchase order or other applicable payment mechanism dated prior to termination or expiration of the Contract shall be performed unless mutually agreed in writing otherwise.
- 4.2** Services will be performed in accordance with industry best practices and are subject to acceptance by the Customer. Notwithstanding any other provision in the Contract, deemed acceptance of a service or associated deliverable shall not apply automatically upon receipt of a deliverable or upon provision of a service.

Supplier warrants and represents that a product or deliverable furnished by or through the Supplier shall individually, and where specified by Supplier to perform as a system, be substantially uninterrupted and error-free in operation and guaranteed against faulty material and workmanship for a warranty period of the greater of ninety (90) days from the date of acceptance or the maximum allowed by the manufacturer. A defect in a product or deliverable furnished by or through the Supplier shall be repaired or replaced by Supplier at no additional cost or expense to the Customer if such defect occurs during the warranty period.

Any product to be delivered pursuant to the Contract shall be subject to final inspection and acceptance by the Customer at Destination. The Customer assumes no responsibility for a product until accepted by the Customer. Title and risk of loss or damage to a product shall be the responsibility of the Supplier until accepted. The Supplier shall be responsible for filing, processing, and collecting any and all damage claims accruing prior to acceptance.

Pursuant to OAC 260:115-9-1, payment for an Acquisition does not constitute final acceptance of the Acquisition. If subsequent inspection affirms that the Acquisition does not meet or exceed the specifications of the order or that the Acquisition has a latent defect, the Supplier shall be notified as soon as is reasonably practicable. The Supplier shall retrieve and replace the Acquisition at Supplier's expense or, if unable to replace, shall issue a refund to Customer. Refund under this section shall not be an exclusive remedy.

- 4.3 Supplier shall deliver products and services on or before the required date specified in a Contract document. Failure to deliver timely may result in liquidated damages as set forth in the applicable Contract document. Deviations, substitutions, or changes in a product or service, including changes of personnel directly providing services, shall not be made unless expressly authorized in writing by the Customer. Any substitution of personnel directly providing services shall be a person of comparable or greater skills, education and experience for performing the services as the person being replaced. Additionally, Supplier shall provide staff sufficiently experienced and able to perform with respect to any transitional services provided by Supplier in connection with termination or expiration of the Contract.
- 4.4 Product warranty and return policies and terms provided under any Contract document will not be more restrictive or more costly than warranty and return policies and terms for other similarly situated customers for a like product.

## **5 Maintenance of Insurance, Payment of Taxes, and Workers' Compensation**

- 5.1 As a condition of this Contract, Supplier shall procure at its own expense, and provide proof of, insurance coverage with the applicable liability limits set forth below and any approved subcontractor of Supplier shall procure and provide proof of the same coverage. The required insurance shall be underwritten by an insurance carrier with an A.M. Best rating of A- or better.

Such proof of coverage shall additionally be provided to the Customer if services will be provided by any of Supplier's employees, agents or subcontractors at any Customer premises and/or employer vehicles will be used in connection with performance of Supplier's obligations under the Contract. Supplier may not commence performance hereunder until such proof has been provided. Additionally, Supplier shall ensure each insurance policy includes a notice of cancellation and includes the State and its agencies as certificate holder and shall promptly provide proof to the State of any renewals, additions, or changes to such insurance coverage. Supplier's obligation to maintain insurance coverage under the Contract is a continuing obligation until Supplier has no further obligation under the Contract. Any combination of primary and excess or umbrella insurance may be used to satisfy the limits of coverage for Commercial General Liability, Auto Liability and Employers' Liability. Unless agreed between the parties and approved by the State Purchasing Director, the minimum acceptable insurance limits of liability are as follows:

- A. Workers' Compensation and Employer's Liability Insurance in accordance with and to the extent required by applicable law;

- B.** Commercial General Liability Insurance covering the risks of personal injury, bodily injury (including death) and property damage, including coverage for contractual liability, with a limit of liability of not less than \$2,000,000 per occurrence;
- C.** Automobile Liability Insurance with limits of liability of not less than \$2,000,000 combined single limit each accident;
- D.** If the Supplier will access, process, or store state data, then Security and Privacy Liability insurance, including coverage for failure to protect confidential information and failure of the security of Supplier's computer systems that results in unauthorized access to Customer data with limits \$5,000,000 per occurrence; and
- E.** Additional coverage required in writing in connection with a particular Acquisition.

**5.2** Supplier shall be entirely responsible during the existence of the Contract for the liability and payment of taxes payable by or assessed to Supplier or its employees, agents and subcontractors of whatever kind, in connection with the Contract. Supplier further agrees to comply with all state and federal laws applicable to any such persons, including laws regarding wages, taxes, insurance, and Workers' Compensation. Neither Customer nor the State shall be liable to the Supplier, its employees, agents, or others for the payment of taxes or the provision of unemployment insurance and/or Workers' Compensation or any benefit available to a State or Customer employee.

**5.3** Supplier agrees to indemnify Customer, the State, and its employees, agents, representatives, contractors, and assignees for any and all liability, actions, claims, demands, or suits, and all related costs and expenses (including without limitation reasonable attorneys' fees and costs required to establish the right to indemnification) relating to tax liability, unemployment insurance and/or Workers' Compensation in connection with its performance under the Contract.

## **6 Compliance with Applicable Laws**

**6.1** As long as Supplier has an obligation under the terms of the Contract and in connection with performance of its obligations, the Supplier represents its present compliance, and shall have an ongoing obligation to comply, with all applicable federal, State, and local laws, rules, regulations, ordinances, and orders, as amended, including but not limited to the following:

- A.** Drug-Free Workplace Act of 1988 set forth at 41 U.S.C. §81.

- B.** Section 306 of the Clean Air Act, Section 508 of the Clean Water Act, Executive Order 11738, and Environmental Protection Agency Regulations which prohibit the use of facilities included on the EPA List of Violating Facilities under nonexempt federal contracts, grants or loans;
- C.** Prospective participant requirements set at 45 C.F.R. part 76 in connection with Debarment, Suspension and other responsibility matters;
- D.** 1964 Civil Rights Act, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, and Executive Orders 11246 and 11375;
- E.** Anti-Lobbying Law set forth at 31 U.S.C. §1325 and as implemented at 45 C.F.R. part 93;
- F.** Requirements of Internal Revenue Service Publication 1075 regarding use, access and disclosure of Federal Tax Information (as defined therein);
- G.** Obtaining certified independent audits conducted in accordance with Government Auditing Standards and Office of Management and Budget Uniform Guidance, 2 CFR 200 Subpart F §200.500 et seq. with approval and work paper examination rights of the applicable procuring entity;
- H.** Requirements of the Oklahoma Taxpayer and Citizen Protection Act of 2007, 25 O.S. §1312 and applicable federal immigration laws and regulations and be registered and participate in the Status Verification System. The Status Verification System is defined at 25 O.S. §1312, includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security, and is available at [Home | E-Verify](#);
- I.** Requirements of the Health Insurance Portability and Accountability Act of 1996; Health Information Technology for Economic and Clinical Health Act; Payment Card Industry Security Standards; Criminal Justice Information System Security Policy and Security Addendum; and Family Educational Rights and Privacy Act; and
- J.** Be registered as a business entity licensed to do business in the State, have obtained a sales tax permit, and be current on franchise tax payments to the State, as applicable.

- 6.2** The Supplier's employees, agents and subcontractors shall adhere to applicable Customer policies including, but not limited to acceptable use of Internet and electronic mail, facility and data security, press releases, and public relations. As applicable, the Supplier shall adhere to the State Information Security Policy, Procedures, Guidelines set forth at [Information Security Policy, Procedures, Guidelines \(oklahoma.gov\)](#) Supplier is responsible for reviewing and relaying such policies covering the above to the Supplier's employees, agents and subcontractors.
- 6.3** At no additional cost to Customer, the Supplier shall maintain all applicable licenses and permits required in association with its obligations under the Contract.
- 6.4** In addition to compliance under subsection 6.1 above, Supplier shall have a continuing obligation to comply with applicable Customer-specific mandatory contract provisions required in connection with the receipt of federal funds or other funding source.
- 6.5** The Supplier is responsible to review and inform its employees, agents, and subcontractors who provide a product or perform a service under the Contract of the Supplier's obligations under the Contract and Supplier certifies that its employees and each such subcontractor shall comply with minimum requirements and applicable provisions of the Contract. At the request of the State, Supplier shall promptly provide adequate evidence that such persons are its employees, agents or approved subcontractors and have been informed of their obligations under the Contract.
- 6.6** As applicable, Supplier agrees to comply with the Governor's Executive Orders related to the use of any tobacco product, electronic cigarette or vaping device on any and all properties owned, leased, or contracted for use by the State, including but not limited to all buildings, land and vehicles owned, leased, or contracted for use by agencies or instrumentalities of the State.
- 6.7** The execution, delivery and performance of the Contract and any ancillary documents by Supplier will not, to the best of Supplier's knowledge, violate, conflict with, or result in a breach of any provision of, or constitute a default (or an event which, with notice or lapse of time or both, would constitute a default) under, or result in the termination of, any written contract or other instrument between Supplier and any third party.
- 6.8** Supplier represents that it has the ability to pay its debts when due and it does not anticipate the filing of a voluntary or involuntary bankruptcy petition or appointment of a receiver, liquidator or trustee.

- 6.9** Supplier represents that, to the best of its knowledge, any litigation or claim or any threat thereof involving Supplier has been disclosed in writing to the State and Supplier is not aware of any other litigation, claim or threat thereof.
- 6.10** If services provided by Supplier include delivery of an electronic communication, Supplier shall ensure such communication and any associated support documents are compliant with Section 508 of the Federal Rehabilitation Act and with State standards regarding accessibility. Should any communication or associated support documents be non-compliant, Supplier shall correct and re-deliver such communication immediately upon discovery or notice, at no additional cost to the State. Additionally, as part of compliance with accessibility requirements where documents are only provided in non-electronic format, Supplier shall promptly provide such communication and any associated support documents in an alternate format usable by individuals with disabilities upon request and at no additional cost, which may originate from an intended recipient or from the State.

## **7 Audits and Records Clause**

- 7.1** As used in this clause and pursuant to 67 O.S. §203, “record” includes a document, book, paper, photograph, microfilm, computer tape, disk, record, sound recording, film recording, video record, 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.
- 7.2** Supplier agrees any pertinent federal or State agency or governing entity of a Customer shall have the right to examine and audit, at no additional cost to a Customer, all records relevant to the execution and performance of the Contract except, unless otherwise agreed, costs of Supplier that comprise pricing under the Contract.
- 7.3** The Supplier 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 or termination of an Acquisition unless otherwise indicated in the Contract terms. If a claim, audit, litigation or other action involving such records is started before the end of the seven-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.
- 7.4** Pursuant to 74 O.S. §85.41, if professional services are provided hereunder, all items of the Supplier that relate to the professional services are subject to examination by the State agency, State Auditor and Inspector and the State Purchasing Director.

## **8 Confidentiality**

- 8.1** The Supplier shall maintain strict security of all State and citizen data and records entrusted to it or to which the Supplier gains access, in accordance with and subject to applicable federal and State laws, rules, regulations, and policies and shall use any such data and records only as necessary for Supplier to perform its obligations under the Contract. The Supplier further agrees to evidence such confidentiality obligation in a separate writing if required under such applicable federal or State laws, rules and regulations. The Supplier warrants and represents that such information shall not be sold, assigned, conveyed, provided, released, disseminated or otherwise disclosed by Supplier, its employees, officers, directors, subsidiaries, affiliates, agents, representatives, assigns, subcontractors, independent contractors, successor or any other persons or entities without Customer's prior express written permission. Supplier shall instruct all such persons and entities that the confidential information shall not be disclosed or used without the Customer's prior express written approval except as necessary for Supplier to render services under the Contract. The Supplier further warrants that it has a tested and proven system in effect designed to protect all confidential information.
- 8.2** Supplier shall establish, maintain and enforce agreements with all such persons and entities that have access to State and citizen data and records to fulfill Supplier's duties and obligations under the Contract and to specifically prohibit any sale, assignment, conveyance, provision, release, dissemination or other disclosure of any State or citizen data or records except as required by law or allowed by written prior approval of the Customer.
- 8.3** Supplier shall immediately report to the Customer any and all unauthorized use, appropriation, sale, assignment, conveyance, provision, release, access, acquisition, disclosure or other dissemination of any State or citizen data or records of which it or its parent company, subsidiaries, affiliates, employees, officers, directors, assignees, agents, representatives, independent contractors, and subcontractors is aware or have knowledge or reasonable should have knowledge. The Supplier shall also promptly furnish to Customer full details of the unauthorized use, appropriation, sale, assignment, conveyance, provision, release, access, acquisition, disclosure or other dissemination, or attempt thereof, and use its best efforts to assist the Customer in investigating or preventing the reoccurrence of such event in the future. The Supplier shall cooperate with the Customer in connection with any litigation and investigation deemed necessary by the Customer to protect any State or citizen data and records and shall bear all costs associated with the investigation, response and recovery in connection with any breach of State or citizen data or records including but not limited to credit monitoring services with a term of

at least three (3) years, all notice-related costs and toll free telephone call center services.

- 8.4** Supplier further agrees to promptly prevent a reoccurrence of any unauthorized use, appropriation, sale, assignment, conveyance, provision, release, access, acquisition, disclosure or other dissemination of State or citizen data and records.
- 8.5** Supplier acknowledges that any improper use, appropriation, sale, assignment, conveyance, provision, release, access, acquisition, disclosure or other dissemination of any State data or records to others may cause immediate and irreparable harm to the Customer and certain beneficiaries and may violate state or federal laws and regulations. If the Supplier or its affiliates, parent company, subsidiaries, employees, officers, directors, assignees, agents, representatives, independent contractors, and subcontractors improperly use, appropriate, sell, assign, convey, provide, release, access, acquire, disclose or otherwise disseminate such confidential information to any person or entity in violation of the Contract, the Customer will immediately be entitled to injunctive relief and/or any other rights or remedies available under this Contract, at equity or pursuant to applicable statutory, regulatory, and common law without a cure period.
- 8.6** The Supplier shall immediately forward to the State Purchasing Director, and any other applicable person listed in the Notices section(s) of the Contract, any request by a third party for data or records in the possession of the Supplier or any subcontractor or to which the Supplier or subcontractor has access and Supplier shall fully cooperate with all efforts to protect the security and confidentiality of such data or records in response to a third party request.

## **9 Assignment and Permitted Subcontractors**

- 9.1** Supplier's obligations under the Contract may not be assigned or transferred to any other person or entity without the prior written consent of the State which may be withheld at the State's sole discretion. Should Supplier assign its rights to payment, in whole or in part, under the Contract, Supplier shall provide the State and all affected Customers with written notice of the assignment. Such written notice shall be delivered timely and contain details sufficient for affected Customers to perform payment obligations without any delay caused by the assignment.
- 9.2** Notwithstanding the foregoing, the Contract may be assigned by Supplier to any corporation or other entity in connection with a merger, consolidation, sale of all equity interests of the Supplier, or a sale of all or substantially all of the assets of the Supplier to which the Contract relates. In any such case, said

corporation or other entity shall by operation of law or expressly in writing assume all obligations of the Supplier as fully as if it had been originally made a party to the Contract. Supplier shall give the State and all affected Customers prior written notice of said assignment. Any assignment or delegation in violation of this subsection shall be void.

- 9.3** If the Supplier is permitted to utilize subcontractors in support of the Contract, the Supplier shall remain solely responsible for its obligations under the terms of the Contract, for its actions and omissions and those of its agents, employees and subcontractors and for payments to such persons or entities. Prior to a subcontractor being utilized by the Supplier, the Supplier shall obtain written approval of the State of such subcontractor and each employee, as applicable to a particular Acquisition, of such subcontractor proposed for use by the Supplier. Such approval is within the sole discretion of the State. Any proposed subcontractor shall be identified by entity name, and by employee name, if required by the particular Acquisition, in the applicable proposal and shall include the nature of the services to be performed. As part of the approval request, the Supplier shall provide a copy of a written agreement executed by the Supplier and subcontractor setting forth that such subcontractor is bound by and agrees, as applicable, to perform the same covenants and be subject to the same conditions and make identical certifications to the same facts and criteria, as the Supplier under the terms of all applicable Contract documents. Supplier agrees that maintaining such agreement with any subcontractor and obtaining prior written approval by the State of any subcontractor and associated employees shall be a continuing obligation. The State further reserves the right to revoke approval of a subcontractor or an employee thereof in instances of poor performance, misconduct or for other similar reasons.
- 9.4** All payments under the Contract shall be made directly to the Supplier, except as provided in subsection A above regarding the Supplier's assignment of payment. No payment shall be made to the Supplier for performance by unapproved or disapproved employees of the Supplier or a subcontractor.
- 9.5** Rights and obligations of the State or a Customer under the terms of this Contract may be assigned or transferred, at no additional cost, to other Customer entities.

## **10 Background Checks and Criminal History Investigations**

Prior to the commencement of any services, performance of background checks and criminal history investigations of the Supplier's employees and subcontractors who will be providing services may be required. If required, the Supplier agree to provide the State with a description of the background check process to include any vendor's

used to gather information. Supplier will further attest that each employee and subcontractor providing services has passed the back ground check. Supplier's access to facilities, data and information may be withheld prior to completion of background verification acceptable to the State. The costs of additional background checks beyond Supplier's normal hiring practices shall be the responsibility of the Customer unless such additional background checks are required solely because Supplier will not provide verification of results of its otherwise acceptable normal background checks; in such an instance, Supplier shall pay for the additional background checks. Supplier will coordinate with the State and its employees to complete the necessary background checks and criminal history investigations. Should any employee or subcontractor of the Supplier who will be providing services under the Contract not be acceptable as a result of the background check or criminal history investigation, the Customer may require replacement of the employee or subcontractor in question and, if no suitable replacement is made within a reasonable time, terminate the purchase order or other payment mechanism associated with the project or services.

## **11 Patents and Copyrights**

Without exception, a product or deliverable price shall include all royalties or costs owed by the Supplier to any third party arising from the use of a patent, intellectual property, copyright or other property right held by such third party. Should any third party threaten or make a claim that any portion of a product or service provided by Supplier under the Contract infringes that party's patent, intellectual property, copyright or other property right, Supplier shall enable each affected Customer to legally continue to use, or modify for use, the portion of the product or service at issue or replace such potentially infringing product, or re-perform or redeliver in the case of a service, with at least a functional non-infringing equivalent. Supplier's duty under this section shall extend to include any other product or service rendered materially unusable as intended due to replacement or modification of the product or service at issue. If the Supplier determines that none of these alternatives are reasonably available, the State shall return such portion of the product or deliverable at issue to the Supplier, upon written request, in exchange for a refund of the price paid for such returned goods as well as a refund or reimbursement, if applicable, of the cost of any other product or deliverable rendered materially unusable as intended due to removal of the portion of product or deliverable at issue. Any remedy provided under this section is not an exclusive remedy and is not intended to operate as a waiver of legal or equitable remedies because of acceptance of relief provided by Supplier.

## **12 Indemnification**

### **12.1 Acts or Omissions**

- A. Supplier shall defend and indemnify the Indemnified Parties, as applicable, for any and all liability, claims, damages, losses, costs, expenses, demands, suits and actions of third parties (including without limitation reasonable attorneys' fees and costs required to establish the right to indemnification) arising out of, or resulting from any action or claim for bodily injury, death, or property damage brought against any of the Indemnified parties to the extent arising from any negligent act or omission or willful misconduct of the Supplier or its agents, employees, or subcontractors in the execution or performance of the Contract.
  
- B. To the extent Supplier is found liable for loss, damage, or destruction of any property of Customer due to negligence, misconduct, wrongful act, or omission on the part of the Supplier, its employees, agents, representatives, or subcontractors, the Supplier and Customer shall use best efforts to mutually negotiate an equitable settlement amount to repair or replace the property unless such loss, damage or destruction is of such a magnitude that repair or replacement is not a reasonable option. Such amount shall be invoiced to, and is payable by, Supplier sixty (60) calendar days after the date of Supplier's receipt of an invoice for the negotiated settlement amount.

## **12.2 Infringement**

Supplier shall indemnify the Indemnified Parties, as applicable, for all liability, claims, damages, losses, costs, expenses, demands, suits and actions of third parties (including without limitation reasonable attorneys' fees and costs required to establish the right to indemnification) arising from or in connection with Supplier's breach of its representations and warranties in the Contract or alleged infringement of any patent, intellectual property, copyright or other property right in connection with a product or service provided under the Contract. Supplier's duty under this section is reduced to the extent a claimed infringement results from: (a) a Customer's or user's content; (b) modifications by Customer or third party to a product delivered under the Contract or combinations of the product with any non-Supplier-provided services or products unless Supplier recommended or participated in such modification or combination; (c) use of a product or service by Customer in violation of the Contract unless done so at the direction of Supplier, or (d) a non-Supplier product that has not been provided to the State by, through or on behalf of Supplier as opposed to its combination with products Supplier provides to or develops for the State or a Customer as a system.

## **12.3 Notice and Cooperation**

In connection with indemnification obligations under the Contract, the parties agree to furnish prompt written notice to each other of any third-party claim. Any Customer affected by the claim will reasonably cooperate with Supplier and defense of the claim to the extent its interests are aligned with Supplier. Supplier shall use counsel reasonably experienced in the subject matter at issue and will not settle a claim without the written consent of the party being defended and where applicable the Attorney General of Oklahoma, which consent will not be unreasonably withheld or delayed, except that no consent will be required to settle a claim against Indemnified Parties that are not a State agency, where relief against the Indemnified Parties is limited to monetary damages that are paid by the defending party under indemnification provisions of the Contract.

#### **12.4 Limitation of Liability**

- A.** With respect to any claim or cause of action arising under or related to the Contract, neither the State nor any Customer shall be liable to Supplier for lost profits, lost sales or business expenditures, investments, or commitments in connection with any business, loss of any goodwill, or for any other indirect, incidental, punitive, special or consequential damages, even if advised of the possibility of such damages.
- B.** Notwithstanding anything to the contrary in the Contract, no provision shall limit damages, expenses, costs, actions, claims, and liabilities arising from or related to property damage, bodily injury or death caused by Supplier or its employees, agents or subcontractors; indemnity, security or confidentiality obligations under the Contract; the bad faith, negligence, intentional misconduct or other acts for which applicable law does not allow exemption from liability of Supplier or its employees, agents or subcontractors.
- C.** The limitation of liability and disclaimers set forth in the Contract will apply regardless of whether Customer has accepted a product or service. The parties agree that Supplier has set its fees and entered into the Contract in reliance on the disclaimers and limitations set forth herein, that the same reflect an allocation of risk between the parties and form an essential basis of the bargain between the parties. These limitations shall apply notwithstanding any failure of essential purpose of any limited remedy.

### **13 Termination for Cause**

- 13.1** Supplier may terminate the Contract if (i) it has provided the State with written notice of material breach and (ii) the State fails to cure such material breach within thirty (30) days of receipt of written notice. If there is more than one Customer, material breach by a Customer does not give rise to a claim of material breach as grounds for termination by Supplier of the Contract as a whole. The State may terminate the Contract in whole or in part if (i) it has provided Supplier with written notice of material breach, and (ii) Supplier fails to cure such material breach within thirty (30) days of receipt of written notice. Any partial termination of the Contract under this section shall not be construed as a waiver of, and shall not affect, the rights and obligations of any party regarding portions of the Contract that are not terminated.
- 13.2** The State may terminate the Contract in whole or in part immediately without a thirty (30) day written notice to Supplier if (i) Supplier fails to comply with confidentiality, privacy, security, environmental or safety requirements applicable to Supplier's performance or obligations under the Contract; (ii) Supplier's material breach is reasonably determined to be an impediment to the function of the State and detrimental to the State or to cause a condition precluding the thirty (30) day notice or (iii) when the State determines that an administrative error in connection with award of the Contract occurred prior to Contract performance.
- 13.3** The State may terminate the Contract if the scope includes PR Vendor services and the Supplier, or Supplier's employee, violate the lobbying clause. PR Vendor services is defined to include a contract for public relations (PR), marketing or communication services. The State may immediately terminate the Contract with no more than 10-day notice under this section.
- 13.4** Upon receipt of notice of a termination, Supplier shall immediately comply with the notice terms and take all necessary steps to minimize the incurrence of costs allocable to the work affected by the notice. If a purchase order or other payment mechanism has been issued and a product or service has been accepted as satisfactory prior to the effective date of termination, the termination does not relieve an obligation to pay for the product or service but there shall not be any liability for further payments ordinarily due under the Contract or for any damages or other amounts caused by or associated with such termination. Such termination is not an exclusive remedy but is in addition to any other rights and remedies provided for by law. Any amount paid to Supplier in the form of prepaid fees that are unused when the Contract or certain obligations are terminated shall be refunded. Termination of the Contract under this section, in whole or in part, shall not relieve the Supplier of liability for claims arising under the Contract.

**13.5** The Supplier's repeated failure to provide an acceptable product or service; Supplier's unilateral revision of linked or supplemental terms that have a materially adverse impact on a Customer's rights or obligations under the Contract (except as required by a governmental authority); actual or anticipated failure of Supplier to perform its obligations under the Contract; Supplier's inability to pay its debts when due; assignment for the benefit of Supplier's creditors; or voluntary or involuntary appointment of a receiver or filing of bankruptcy of Supplier shall constitute a material breach of the Supplier's obligations, which may result in partial or whole termination of the Contract. This subsection is not intended as an exhaustive list of material breach conditions. Termination may also result from other instances of failure to adhere to the Contract provisions and for other reasons provided for by applicable law, rules or regulations; without limitation, OAC 260:115-9-1 is an example.

## **14 Termination for Convenience**

**14.1** The State may terminate the Contract, in whole or in part, for convenience if it is determined that termination is in the State's best interest. In the event of a termination for convenience, Supplier will be provided at least thirty (30) days' written notice of termination. Any partial termination of the Contract shall not be construed as a waiver of, and shall not affect, the rights and obligations of any party regarding portions of the Contract that remain in effect.

**14.2** Upon receipt of notice of such termination, Supplier shall immediately comply with the notice terms and take all necessary steps to minimize the incurrence of costs allocable to the work affected by the notice. If a purchase order or other payment mechanism has been issued and a product or service has been accepted as satisfactory prior to the effective date of termination, the termination does not relieve an obligation to pay for the product or service but there shall not be any liability for further payments ordinarily due under the Contract or for any damages or other amounts caused by or associated with such termination. Such termination shall not be an exclusive remedy but shall be in addition to any other rights and remedies provided for by law. Any amount paid to Supplier in the form of prepaid fees that are unused when the Contract or certain obligations are terminated shall be refunded. Termination of the Contract under this section, in whole or in part, shall not relieve the Supplier of liability for claims arising under the Contract.

## **15 Suspension of Supplier**

**15.1** Supplier may be subject to Suspension without advance notice and may additionally be suspended from activities under the Contract if Supplier fails

to comply with confidentiality, privacy, security, environmental or safety requirements applicable to Supplier's performance or obligations under the Contract.

**15.2** Upon receipt of a notice pursuant to this section, Supplier shall immediately comply with the notice terms and take all necessary steps to minimize the incurrence of costs allocable to the work affected by the notice. If a purchase order or other payment mechanism has been issued and a product or service has been accepted as satisfactory prior to receipt of notice by Supplier, the Suspension does not relieve an obligation to pay for the product or service but there shall not be any liability for further payments ordinarily due under the Contract during a period of Suspension or suspended activity or for any damages or other amounts caused by or associated with such Suspension or suspended activity. A right exercised under this section shall not be an exclusive remedy but shall be in addition to any other rights and remedies provided for by law. Any amount paid to Supplier in the form of prepaid fees attributable to a period of Suspension or suspended activity shall be refunded.

**15.3** Such Suspension may be removed, or suspended activity may resume, at the earlier of such time as a formal notice is issued that authorizes the resumption of performance under the Contract or at such time as a purchase order or other appropriate encumbrance document is issued. This subsection is not intended to operate as an affirmative statement that such resumption will occur.

## **16 Certification Regarding State Employees Prohibition From Fulfilling Services**

Pursuant to 74 O.S. § 85.42, the Supplier certifies that no person involved in any manner in development of the Contract employed by the State shall be employed to fulfill any services provided under the Contract.

## **17 Force Majeure**

**17.1** Either party shall be temporarily excused from performance to the extent delayed as a result of unforeseen causes beyond its reasonable control including fire or other similar casualty, act of God, strike or labor dispute, war or other violence, or any law, order or requirement of any governmental agency or authority provided the party experiencing the force majeure event has prudently and promptly acted to take any and all steps within the party's control to ensure continued performance and to shorten duration of the event. If a party's performance of its obligations is materially hindered as a result of a force majeure event, such party shall promptly notify the other party of its best reasonable assessment of the nature and duration of the force majeure event and steps it is taking, and plans to take, to mitigate the effects of the force majeure event. The party shall use commercially reasonable best efforts to

continue performance to the extent possible during such event and resume full performance as soon as reasonably practicable.

**17.2** Subject to the conditions set forth above, non-performance as a result of a force majeure event shall not be deemed a default. However, a purchase order or other payment mechanism may be terminated if Supplier cannot cause delivery of a product or service in a timely manner to meet the business needs of Customer. Supplier is not entitled to payment for products or services not received and, therefore, amounts payable to Supplier during the force majeure event shall be equitably adjusted downward.

**17.3** Notwithstanding the foregoing or any other provision in the Contract, (i) the following are not a force majeure event under the Contract: (a) shutdowns, disruptions or malfunctions in Supplier's system or any of Supplier's telecommunication or internet services other than as a result of general and widespread internet or telecommunications failures that are not limited to Supplier's systems or (b) the delay or failure of Supplier or subcontractor personnel to perform any obligation of Supplier hereunder unless such delay or failure to perform is itself by reason of a force majeure event and (ii) no force majeure event modifies or excuses Supplier's obligations related to confidentiality, indemnification, data security or breach notification obligations set forth herein.

## **18 Security of Property and Personnel**

In connection with Supplier's performance under the Contract, Supplier may have access to Customer personnel, premises, data, records, equipment and other property. Supplier shall use commercially reasonable best efforts to preserve the safety and security of such personnel, premises, data, records, equipment, and other property of Customer. Supplier shall be responsible for damage to such property to the extent such damage is caused by its employees or subcontractors and shall be responsible for loss of Customer property in its possession, regardless of cause. If Supplier fails to comply with Customer's security requirements, Supplier is subject to immediate suspension of work as well as termination of the associated purchase order or other payment mechanism.

## **19 Miscellaneous**

### **19.1 Transition Services**

If transition services are needed at the time of Contract expiration or termination, Supplier shall provide such services on a month-to-month basis, at the contract rate or other mutually agreed rate. Supplier shall provide a proposed transition plan, upon request, and cooperate with any successor

supplier and with establishing a mutually agreeable transition plan. Failure to cooperate may be documented as poor performance of Supplier.

## **19.2 Publicity**

The existence of the Contract or any Acquisition is in no way an endorsement of Supplier, the products or services and shall not be so construed by Supplier in any advertising or publicity materials. Supplier agrees to submit to the State all advertising, sales, promotion, and other publicity matters relating to the Contract wherein the name of the State or any Customer is mentioned or language used from which, in the State's judgment, an endorsement may be inferred or implied. Supplier further agrees not to publish or use such advertising, sales promotion, or publicity matter or release any informational pamphlets, notices, press releases, research reports, or similar public notices concerning the Contract or any Acquisition hereunder without obtaining the prior written approval of the State.

## **19.3 Mutual Responsibilities**

- A.** No party to the Contract grants the other the right to use any trademarks, trade names, other designations in any promotion or publication without the express written consent by the other party.
- B.** The Contract is a non-exclusive contract and each party is free to enter into similar agreements with others.
- C.** The Customer and Supplier each grant the other only the licenses and rights specified in the Contract and all other rights and interests are expressly reserved.
- D.** The Customer and Supplier shall reasonably cooperate with each other and any Supplier to which the provision of a product and/or service under the Contract may be transitioned after termination or expiration of the Contract.
- E.** Except as otherwise set forth herein, where approval, acceptance, consent, or similar action by a party is required under the Contract, such action shall not be unreasonably delayed or withheld.

## **19.4 Entire Agreement**

The Contract documents taken together as a whole constitute the entire agreement between the parties. The Contract documents include this Contract, any Amendments to this Contract, applicable Solicitation, and any successful bid as may be amended or limited through negotiation. No statement, promise,

condition, understanding, inducement or representation, oral or written, expressed or implied, which is not contained in a Contract document shall be binding or valid. The Supplier's certifications, including any completed electronically, are incorporated by reference into the Contract.

**ATTACHMENT C**  
**AGENCY TERMS**  
**SOLICITATION NO. EV00000611**

**1** Security

**1.1** Security: Contractor employees, agents, and representatives shall comply with all security and identification procedures at ODOC facilities. ODOC is responsible for alerting Contractor to these requirements prior to the commencement of work.

**1.2** Security requirements may include, but are not limited to:

- A.** Identification: All employees, agents, and representatives of the Contractor, while working on State property, shall carry or display acceptable identification.
- B.** Vehicle/Tool/Equipment Security: Drivers must turn off vehicle motors and lock cab doors whenever their vehicle is unattended. Tools and equipment must be secured. Vehicles shall be searched prior to entry and exit, causing up to a thirty (30) minute delay each way.
- C.** Offender Contact: Contractor's employees, agents, and representatives shall minimize interaction with offenders or patients, and shall report any verbal contact to ODOC facility security staff before leaving the site.
- D.** Subject to Search: All persons, vehicles, packages and equipment entering a ODOC facility are subject to search. Persons are typically pat searched and required to clear metal detection devices. Packages, briefcases, purses, etc., will be searched with x-ray equipment. A drug K-9 may also be used to search persons, vehicles, packages, and equipment.
- E.** Contraband: Contractor employees, agents, and representatives shall not have any weapons including, but not limited to, guns, knives of any type or length, mace, stun-guns, or box cutters, cell phones, pagers, wireless PDAs, drugs, tobacco or tobacco-like products, alcohol (to include near-beer), cash (amount to be determined on a facility-by-facility basis) or any item deemed by facility to be potential contraband. Correctional officers can hold these items for delivery drivers at the delivery sally port and return them as the driver exits the grounds. Any illegal items shall not be returned and shall be reported to local law enforcement. Prescription

drugs are allowed only in a one-day supply and must be in the original prescription container; Security staff shall be notified if prescription drugs are brought onto facility grounds.

- F.** Security Clearance: Contractor employees, agents, and representatives who enter secure facilities shall have prior approval to enter from facility security staff, generally involving a background check. The Contractor shall submit background check requests a minimum of two weeks prior to arriving at the facility. At facility discretion, Contractor shall comply with any requests to reassign a Contractor employee, agent, or representative, whether or not the individual has passed the background check if it is determined by facility that there is a security concern.
- G.** Tobacco Use Prohibited. The use of tobacco or tobacco-like products is prohibited throughout all indoor and outdoor areas of property owned, leased, loaned or under the control of ODOC, including parking lots owned or under the control of ODOC.

## **2** Prison Rape Elimination Act (28 C.F.R. § 115.17 and § 115.77)

**2.1** Any sexual assault or sexual misconduct or attempted sexual assault or sexual misconduct between the Supplier, its employees, agents or representative and an offender is expressly forbidden. In addition, by accepting a contract with ODOC, Supplier attests that no employee, agent or representative of the Supplier who may have direct contact with ODOC offenders while performing the requirements of this contract has:

- A.** Engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility or other institution (as defined in 42 U.S.C. 1997);
- B.** Been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or
- C.** Been civilly or administratively adjudicated to have engaged in the activity described above. Any supplier who engages in sexual abuse will be prohibited from contact with offenders and will be reported to law enforcement agencies and to relevant licensing bodies.

**2.2** Any violation of this provision will be reported to law enforcement agencies and to relevant licensing bodies and will result in the filing of criminal charges as warranted. ODOC may also terminate the contract immediately when violations are found.

## ATTACHMENT D

### STATE OF OKLAHOMA INFORMATION TECHNOLOGY TERMS

The parties further agree to the following terms (“Information Technology Terms”), as applicable, for any Acquisition of products or services with an information technology or telecommunication component. Pursuant to the Oklahoma Information Technology Consolidation and Coordination Act (“The Act” or “Act”), OMES- Information Services (“OMES-IS”) is designated to purchase information technology and telecommunication products and services on behalf of the State. The Act directs OMES-IS to acquire necessary hardware, software and services and to authorize the use by other State agencies. OMES, as the owner of information technology and telecommunication assets and contracts on behalf of the State, allows other State agencies to use the assets while retaining ownership and the right to reassign the assets, at no additional cost, upon written notification to Supplier. OMES-IS is the data custodian for State agency data; however, such data is owned by the respective State agency.

#### 1 DEFINITIONS

- 1.1 **Customer Data** means all data supplied by or on behalf of a Customer in connection with the Contract, excluding any confidential information of Supplier. Customer Data includes both Non-Public Data and Personal Data.
- 1.2 **Data Breach** means the unauthorized access or the reasonable suspicion of unauthorized access, by an unauthorized person that results in the use, destruction, loss, alteration, disclosure, or theft of Customer Data.
- 1.3 **Host** includes the terms Hosted or Hosting and means the accessing, processing or storing of Customer Data.
- 1.4 **Intellectual Property Rights** means the worldwide legal rights or interests evidenced by or embodied in any idea, design, concept, personality right, method, process, technique, apparatus, invention, discovery or improvement including any patents, trade secrets and know-how; any work of authorship including any copyrights, Moral Rights or neighboring rights; any trademark, service mark, trade dress, trade name or other indicia of source or origin; domain name registrations; and any other proprietary or similar rights. Intellectual Property Rights of a party also includes all worldwide legal rights or interests that the party may have acquired by assignment or license with the right to grant sublicenses.
- 1.5 **Non-Public Data** means Customer Data, other than Personal Data, that is not subject to distribution to the public as public information. It is deemed to be sensitive and confidential by Customer because it contains information that is exempt by statute, ordinance or administrative rule from access by the general public as public information. Non-Public Data includes any data deemed confidential pursuant to the Contract, otherwise identified by Customer as Non-Public Data, or that a reasonable person would deem confidential.
- 1.6 **Personal Data** means Customer Data that contains 1) any combination of an individual’s name, social security numbers, driver’s license, state/federal identification number,

account number, credit or debit card number and/or 2) data subject to protection under a federal, state or local law, rule, regulation or ordinance.

- 1.7 Security Incident** means the attempted or successful unauthorized access, use, disclosure, modification, loss, theft, or destruction of information or interference with the Hosted environment used to perform the services.
- 1.8 Supplier** means the Bidder with whom the State enters into the Contract awarded pursuant to the Solicitation or the business entity or individual that is a party to the Contract with the State. A Supplier with whom the State enters into an awarded Contract shall also be known as a Contractor.
- 1.9 Supplier Intellectual Property** means all tangible or intangible items or things, including the Intellectual Property Rights therein, created or developed by Supplier and identified in writing as such (a) prior to providing any services or Work Product to Customer and prior to receiving any documents, materials, information or funding from or on behalf of a Customer relating to the services or Work Product, or (b) after the effective date of the Contract if such tangible or intangible items or things were independently developed by Supplier outside Supplier's provision of services or Work Product for Customer under the Contract and were not created, prepared, developed, invented or conceived by any Customer personnel who then became personnel to Supplier or any of its affiliates or subcontractors, where, although creation or reduction-to-practice is completed while the person is affiliated with Supplier or its personnel, any portion of same was created, invented or conceived by such person while affiliated with Customer.
- 1.10 Third Party Intellectual Property** means the Intellectual Property Rights of any third party that is not a party to the Contract, and that is not directly or indirectly providing any goods or services to a Customer under the Contract.

## **2 TERMINATION OF MAINTENANCE AND SUPPORT SERVICES**

Customer may terminate maintenance or support services without an adjustment charge, provided any of the following circumstances occur:

- 2.1** Customer removes the product for which the services are provided, from productive use; or,
- 2.2** The location at which the services are provided is no longer controlled by Customer (for example, because of statutory or regulatory changes or the sale or closing of a facility).
- 2.3** If Customer chooses to renew maintenance or support after maintenance has lapsed, Customer may choose to pay the additional fee, if any, associated with renewing a license after such maintenance or support has lapsed, or to purchase a new license. Any amount paid to Supplier in the form of prepaid fees that are unused when services under the Contract or purchase order are terminated shall be refunded to Customer.

## **3 COMPLIANCE AND ELECTRONIC AND INFORMATION TECHNOLOGY ACCESSIBILITY**

**3.1** State procurement of information technology is subject to certain federal and State laws, rules and regulations related to information technology accessibility, including but not limited to Oklahoma Information Technology Accessibility Standards (“Standards”) set forth at [Information and Communication Technology Accessibility Standards \(oklahoma.gov\)](http://Information_and_Communication_Technology_Accessibility_Standards(oklahoma.gov)). Supplier shall provide a Voluntary Product Accessibility Template (“VPAT”) describing accessibility compliance via a URL linking to the VPAT and shall update the VPAT as necessary in order to allow a Customer to obtain current VPAT information as required by State law. If products require development or customization, additional requirements and documentation may be required and compliance shall be necessary by Supplier. Such requirements may be stated in appropriate documents including but not limited to a statement of work, riders, agreement, purchase order or Addendum.

All representations contained in the VPAT provided will be relied upon by the State or a Customer, as applicable, for accessibility compliance purposes.

#### **4 MEDIA OWNERSHIP (Disk Drive and/or Memory Chip Ownership)**

**4.1** Any disk drives and memory cards purchased with or included for use in leased or purchased products under the Contract remain the sole and exclusive property of the Customer.

**4.2** Personal information may be retained within electronic media devices and components; therefore, electronic media shall not be released either between Customers or for the resale, of refurbished equipment that has been in use by a Customer, by the Supplier to the general public or other entities. This provision applies to replacement devices and components, whether purchased or leased, supplied by Supplier, its agents or subcontractors during the downtime (repair) of products purchased or leased through the Contract. If a device is removed from a location for repairs, the Customer shall have sole discretion, prior to removal, to determine and implement sufficient safeguards (such as a record of hard drive serial numbers) to protect personal information that may be stored within the hard drive or memory of the device.

#### **5 OFFSHORE SERVICES**

No offshore services are provided for under the Contract. State data shall not be used or accessed internationally for troubleshooting or any other use not specifically provided for herein without the prior written permission, which may be withheld in the State’s sole discretion, from the appropriate authorized representative of the State. Notwithstanding the above, back office administrative functions of the Supplier may be located offshore and the follow-the-sun support model may be used by the Supplier to the extent allowed by law applicable to any Customer data being accessed or used.

#### **6 COMPLIANCE WITH TECHNOLOGY POLICIES**

**6.1** The Supplier agrees to adhere to the State of Oklahoma “Information Security Policy, Procedures, and Guidelines” available at <https://oklahoma.gov/content/dam/ok/en/omes/documents/InfoSecPPG.pdf>.

Supplier’s employees and subcontractors shall adhere to the applicable State IT

Standards, policies, procedures and architectures as set forth at <https://oklahoma.gov/omes/services/information-services.html> or as otherwise provided by the State.

- 6.2** Supplier shall comply with applicable Federal Information Processing Standards including, without limitation, FIPS 200, FIPS 140-2 or successor standards and all recommendations from the National Institute of Standards and Technology. The confidentiality of Customer Data shall be protected and maintained in accordance with these standards as well as other applicable Customer standards.

## **7 EMERGING TECHNOLOGIES**

The State reserves the right to enter into an Addendum to the Contract at any time to allow for emerging technologies not identified elsewhere in the Contract Documents if there are repeated requests for such emerging technology or the State determines it is warranted to add such technology.

## **8 EXTENSION RIGHT**

In addition to extension rights of the State set forth in the Contract, the State Chief Information Officer reserves the right to extend any Contract at his or her sole option if the State Chief Information Officer determine such extension to be in the best interest of the State.

## **9 SOURCE CODE ESCROW**

Pursuant to 62 O.S. § 34.31, if customized computer software is developed or modified exclusively for a State agency, the Supplier has a continuing obligation to comply with such law and place the source code for such software and any modifications thereto into escrow with an independent third-party escrow agent. Supplier shall pay all fees charged by the escrow agent and enter into an escrow agreement, the terms of which are subject to the prior written approval of the State, including terms that provide the State receives ownership of all escrowed source code upon the occurrence of any of the following:

- 9.1** A bona fide material default of the obligations of the Supplier under the agreement with the applicable Customer;
- 9.2** An assignment by the Supplier for the benefit of its creditors;
- 9.3** A failure by the Supplier to pay, or an admission by the Supplier of its inability to pay, its debts as they mature;
- 9.4** The filing of a petition in bankruptcy by or against the Supplier when such petition is not dismissed within sixty (60) days of the filing date;
- 9.5** The appointment of a receiver, liquidator or trustee appointed for any substantial part of the Supplier's property;
- 9.6** The inability or unwillingness of the Supplier to provide the maintenance and support services in accordance with the agreement with the agency;
- 9.7** Supplier's ceasing of maintenance and support of the software; or

**9.8** Such other condition as may be statutorily imposed by the future amendment or enactment of applicable Oklahoma law.

## **10 COMMERCIAL OFF THE SHELF SOFTWARE OR SUPPLIER TERMS**

If Supplier specifies terms and conditions or clauses in an electronic license, subscription, maintenance, support or similar agreement, including via a hyperlink or uniform resource locator address to a site on the internet, that conflict with the terms of this Contract, the additional terms and conditions or conflicting clauses shall not be binding on the State and the provisions of this Contract shall prevail. Further, no such terms and conditions or clauses shall expand the State's or Customer's liability or reduce the rights of Customer or the State.

## **11 OWNERSHIP RIGHTS**

Any software developed, modified, or customized by the Supplier in accordance with a mutually negotiated statement of work pursuant to this Contract is for the sole and exclusive use of the State including but not limited to the right to use, reproduce, re-use, alter, modify, edit, or change the software as it sees fit and for any purpose. The parties mutually agree the State as a licensee of the Supplier does not make a claim of ownership to the existing Intellectual Property of Supplier. Moreover, except with regard to any deliverable based on Supplier Intellectual Property, the State shall be deemed the sole and exclusive owner of all right, title, and interest therein, including but not limited to all source data, information and materials furnished to the State, together with all plans, system analysis, and design specifications and drawings, completed programs and documentation thereof, reports and listing, all data and test procedures and all other items pertaining to the work and services to be performed pursuant to this Contract including all copyright and proprietary rights relating thereto. With respect to Supplier Intellectual Property, the Supplier grants the State, for no additional consideration, a perpetual, irrevocable, royalty-free license, solely for the internal business use of the State, to use, copy, modify, display, perform, transmit and prepare derivative works of Supplier Intellectual Property embodied in or delivered to the State in conjunction with the products.

Except for any Supplier Intellectual Property, all work performed by the Supplier of developing, modifying or customizing software and any related supporting documentation shall be considered as Work for Hire (as defined under the U.S. copyright laws) and, as such, shall be owned by and for the benefit of State.

In the event that it should be determined that any portion of such software or related supporting documentation does not qualify as "Work for Hire", Supplier hereby irrevocably grants to the State, for no additional consideration, a non-exclusive, irrevocable, royalty-free license to use, copy, modify, display, perform, transmit and prepare derivative works of any such software and any Supplier Intellectual Property embodied in or delivered to the State in conjunction with the products.

Supplier shall assist the State and its agents, upon request, in preparing U.S. and foreign copyright, trademark, and/or patent applications covering software developed, modified or customized for the State when made in accordance with a mutually negotiated statement of work pursuant to this Contract. Supplier shall sign any such applications, upon request, and deliver them to the State. The State shall bear all expenses that incurred in connection with such copyright, trademark, and/or patent applications.

If any Acquisition pursuant to this Contract is funded wholly or in part with federal funds, the source code and all associated software and related documentation owned by the State may be shared with other publicly funded agencies at the discretion of the State without permission from or additional compensation to the Supplier.

## **12 INTELLECTUAL PROPERTY OWNERSHIP TO WORK PRODUCT**

The following terms apply to ownership and rights related to Intellectual Property:

- 12.1** As to the Intellectual Property Rights to Work Product between Supplier and Customer, Customer shall be the exclusive owner and not Supplier. Supplier specifically agrees that the Work Product shall be considered “works made for hire” and that the Work Product shall, upon creation, be owned exclusively by Customer. To the extent that the Work Product, under applicable law, may not be considered works made for hire, Supplier agrees that all right, title and interest in and to all ownership rights and all Intellectual Property Rights in the Work Product is effectively transferred, granted, conveyed, assigned, and relinquished exclusively to Customer, without the necessity of any further consideration, and Customer shall be entitled to obtain and hold in its own name all Intellectual Property Rights in and to the Work Product. Supplier acknowledges that Supplier and Customer do not intend Supplier to be a joint author of the Work Product within the meaning of the Copyright Act of 1976. Customer shall have access, during normal business hours (Monday through Friday, 8:00 a.m. to 5:00 p.m.) and upon reasonable prior notice to Supplier, to all Supplier materials, premises and computer files containing the Work Product. Supplier and Customer, as appropriate, will cooperate with one another and execute such other documents as may be reasonably appropriate to achieve the objectives herein. No license or other right is granted under the Contract to any Third-Party Intellectual Property, except as may be incorporated in the Work Product by Supplier.
- 12.2** Supplier, upon request and without further consideration, shall perform any acts that may be deemed reasonably necessary or desirable by Customer to evidence more fully the transfer of ownership and/or registration of all Intellectual Property Rights in all Work Product to Customer to the fullest extent possible including, but not limited to, the execution, acknowledgement and delivery of such further documents in a form determined by Customer. In the event Customer shall be unable to obtain Supplier’s signature due to the dissolution of Supplier or Supplier’s failure to respond to Customer’s repeated requests for such signature on any document reasonably necessary for any purpose set forth in the foregoing sentence, Supplier hereby irrevocably designates and appoints Customer and its duly authorized officers and agents as Supplier’s agent and Supplier’s attorney-in-fact to act for and in Supplier’s behalf and stead to execute and file any such document and to do all other lawfully permitted acts to further any such purpose with the same force and effect as if executed and delivered by Supplier, provided however that no such grant of right to Customer is applicable if Supplier fails to execute any document due to a good faith dispute by Supplier with respect to such document. It is understood that such power is coupled with an interest and is therefore irrevocable. Customer shall have the full and sole power to prosecute such applications and to take all other action concerning the Work Product, and Supplier shall cooperate, at Customer’s sole expense, in the preparation and prosecution of all such applications and in any legal actions and proceedings concerning the Work Product.

- 12.3** Supplier hereby irrevocably and forever waives, and agrees never to assert, any Moral Rights in or to the Work Product which Supplier may now have or which may accrue to Supplier's benefit under U.S. or foreign copyright or other laws and any and all other residual rights and benefits which arise under any other applicable law now in force or hereafter enacted. Supplier acknowledges the receipt of equitable compensation for its assignment and waiver of such Moral Rights.
- 12.4** All documents, information and materials forwarded to Supplier by Customer for use in and preparation of the Work Product shall be deemed the confidential information of Customer, subject to the license granted by Customer to Supplier hereunder. Supplier shall not otherwise use, disclose, or permit any third party to use or obtain the Work Product, or any portion thereof, in any manner without the prior written approval of Customer.
- 12.5** These provisions are intended to protect Customer's proprietary rights pertaining to the Work Product and the Intellectual Property Rights therein and any misuse of such rights would cause substantial and irreparable harm to Customer's business. Therefore, Supplier acknowledges and stipulates that a court of competent jurisdiction may immediately enjoin a material breach of the Supplier's obligations with respect to confidentiality provisions of the Contract and the Work Product and a Customer's Intellectual Property Rights, upon a request by Customer, without requiring proof of irreparable injury, as same is presumed.
- 12.6** Upon the request of Customer, but in any event upon termination or expiration of this Contract or a statement of work, Supplier shall surrender to Customer all documents and things pertaining to the Work Product, generated or developed by Supplier or furnished by Customer to Supplier, including all materials embodying the Work Product, any Customer confidential information and Intellectual Property Rights in such Work Product, regardless of whether complete or incomplete. This section is intended to apply to all Work Product as well as to all documents and things furnished to Supplier by Customer or by anyone else that pertains to the Work Product.
- 12.7** Customer hereby grants to Supplier a non-transferable, non-exclusive, royalty-free, fully paid license to use any Work Product solely as necessary to provide services to Customer. Except as provided in this section, neither Supplier nor any subcontractor shall have the right to use the Work Product in connection with the provision of services to its other customers without the prior written consent of Customer, which consent may be withheld in Customer's sole discretion.
- 12.8** To the extent that any Third Party Intellectual Property is embodied or reflected in the Work Product or is necessary to provide services, Supplier shall obtain from the applicable third party for the Customer's benefit, an irrevocable, perpetual, non-exclusive, worldwide, royalty-free license, solely for Customer's internal business purposes; likewise, with respect to any Supplier Intellectual Property embodied or reflected in the Work Product or necessary to provide services, Supplier grants to Customer an irrevocable, perpetual, non-exclusive, worldwide, royalty-free license, solely for the Customer's internal business purposes. Each such license shall allow the applicable Customer to (i) use, copy, modify, display, perform (by any means), transmit and prepare derivative works of any Third Party Intellectual Property or Supplier Intellectual Property embodied in or delivered to Customer in conjunction with the Work

Product and (ii) authorize others to do any or all of the foregoing. Supplier agrees to notify Customer on delivery of the Work Product or services if such materials include any Third Party Intellectual Property. The foregoing license includes the right to sublicense third parties, solely for the purpose of engaging such third parties to assist or carry out Customer's internal business use of the Work Product. Except for the preceding license, all rights in Supplier Intellectual Property remain in Supplier. On request, Supplier shall provide Customer with documentation indicating a third party's written approval for Supplier to use any Third Party Intellectual Property that may be embodied or reflected in the Work Product.

**12.9** Supplier agrees that it shall have written agreement(s) that are consistent with the provisions hereof related to Work Product and Intellectual Property Rights with any employees, agents, consultants, contractors or subcontractors providing services or Work Product pursuant to the Contract, prior to the provision of such services or Work Product and that it shall maintain such written agreements at all times during performance of this Contract which are sufficient to support all performance and grants of rights by Supplier. Copies of such agreements shall be provided to the Customer promptly upon request.

**12.10** To the extent not inconsistent with Customer's rights in the Work Product or other provisions, nothing in this Contract shall preclude Supplier from developing for itself, or for others, materials which are competitive with those produced as a result of the services provided under the Contract, provided that no Work Product is utilized, and no Intellectual Property Rights of Customer therein are infringed by such competitive materials. To the extent that Supplier wishes to use the Work Product or acquire licensed rights in certain Intellectual Property Rights of Customer therein in order to offer competitive goods or services to third parties, Supplier and Customer agree to negotiate in good faith regarding an appropriate license and royalty agreement to allow for such.

**12.11** If any Acquisition pursuant to the Contract is funded wholly or in part with federal funds, the source code and all associated software and related documentation and materials owned by a Customer may be shared with other publicly funded agencies at the discretion of such Customer without permission from or additional compensation to the Supplier.

## **13 HOSTING SERVICES**

A Supplier shall be responsible for the obligations set forth in in this Contract, including those obligations related to breach reporting and associated costs when a Supplier Hosting Customer Data or providing products or services pursuant to an Acquisition, contributes to, or directly causes a Data Breach or a Security Incident. Likewise, Supplier shall be responsible for the obligations set forth in in this Contract, including those obligations related to breach reporting and associated costs when a Supplier's affiliate or subcontractor contributes to, or directly causes a Data Breach or a Security Incident.

## **14 CHANGE MANAGEMENT**

When a scheduled change is made to products or services provided to a Customer that impacts the Customer's system related to such product or service, Supplier shall provide two (2) weeks' prior written notice of such change. When the change is an emergency change, Supplier shall provide twenty-four (24) hours' prior written notice of the change. Repeated failure to provide such notice may be an evaluation factor (as indicative of Supplier's past performance) upon

renewal or if future bids submitted by Supplier are evaluated by the State.

## **15 SERVICE LEVEL DEFICIENCY**

In addition to other terms of the Contract, in instances of the Supplier's repeated failure to provide an acceptable level of service or meet service level agreement metrics, service credits shall be provided by Supplier and may be used as an offset to payment due.

## **16 OWNERSHIP OF IT AND TELECOMMUNICATION ASSETS**

Notwithstanding any other provision in the Contract and pursuant to the Oklahoma Information Technology Consolidation and Coordination Act, all information technology and telecommunication assets and contracts on behalf of appropriated agencies of the State belong to OMES-IS. OMES-IS allows other State agencies to use the assets while retaining ownership and the right to reassign the assets, at no additional cost, upon written notification to Supplier.

## **17 CUSTOMER DATA**

**17.1** The parties agree to the following provisions in connection with any Customer Data accessed, processed transmitted, or stored by or on behalf of the Supplier and the obligations, representations and warranties set forth below shall continue as long as the Supplier has an obligation under the Contract.

**17.2** Customer will be responsible for the accuracy and completeness of all Customer Data provided to Supplier by Customer. Customer shall retain exclusive ownership of rights, title, and interest in Customer Data. Non-Public Data and Personal Data shall be deemed to be Customer's confidential information. Supplier shall restrict access to Customer Data to their employees with a need to know (and advise such employees of the confidentiality and non-disclosure obligations assumed herein).

**17.3** Supplier shall promptly notify the Customer upon receipt of any requests from unauthorized third parties which in any way might reasonably require access to Customer Data or Customer's use of the Hosted environment. Supplier shall notify the Customer by the fastest means available and also in writing pursuant to Contract notice provisions and the notice provision herein. Except to the extent required by law, Supplier shall not respond to subpoenas, service or process, Freedom of Information Act or other open records requests, and other legal request related to Customer without first notifying the Customer and obtaining the Customer's prior approval, which shall not be unreasonably withheld, of Supplier's proposed responses. Supplier agrees to provide its completed responses to the Customer with adequate time for Customer review, revision and approval.

**17.4** Supplier will use commercially reasonable efforts to prevent the loss of or damage to Customer Data in its possession and will maintain commercially reasonable back-up procedures and copies to facilitate the reconstruction of any Customer Data that may be lost or damaged by Supplier. Supplier will promptly notify Customer of any loss, damage to, or unauthorized access of Customer Data. Supplier will use commercially reasonable efforts to reconstruct any Customer Data that has been lost or damaged by Supplier as a result of its negligence or willful misconduct. If Customer Data is lost or damaged for reasons other than as a result of Supplier's negligence or willful misconduct, Supplier, at

the Customer's expense, will, at the request of the State, use commercially reasonable efforts to reconstruct any Customer Data lost or damaged.

## **18 DATA SECURITY**

- 18.1** Supplier will use commercially reasonable efforts, consistent with industry standards, to provide security for the Hosted environment and Customer Data and to protect against both unauthorized access to the Hosting environment, and unauthorized communications between the Hosting environment and the Customer's browser. Supplier shall implement and maintain appropriate administrative, technical and organizational security measures to safeguard against unauthorized access, disclosure or theft of Personal Data and Non-Public Data. Such security measures shall be in accordance with recognized industry practice and not less stringent than the measures the service provider applies to its own personal data and non-public data of similar kind.
- 18.2** All Personal Data and Non-public Data shall be encrypted at rest and in transit with controlled access. Unless otherwise stipulated, the service provider is responsible for encryption of Personal Data. All Personal Data and Non-Public Data shall be subject to controlled access. Any stipulation of responsibilities shall be included in a Statement of Work and will identify specific roles and responsibilities.
- 18.3** Supplier represents and warrants to the Customer that the Hosting equipment and environment will be routinely checked with a commercially available, industry standard software application with up-to-date virus definitions. Supplier will regularly update the virus definitions to ensure that the definitions are as up-to-date as is commercially reasonable. Supplier will promptly purge all viruses discovered during virus checks. If there is a reasonable basis to believe that a virus may have been transmitted to Customer by Supplier, Supplier will promptly notify Customer of such possibility in a writing that states the nature of the virus, the date on which transmission may have occurred, and the means Supplier has used to remediate the virus. Should the virus propagate to Customer's IT infrastructure, Supplier is responsible for costs incurred by Customer for Customer to remediate the virus.
- 18.4** At no time shall any Customer Data or processes – that either belong to or are intended for the use of the State - be copied, disclosed, or retained by Supplier or any party related to Supplier for subsequent use in any transaction that does not include the State unless otherwise agreed to by the State.
- 18.5** Supplier shall provide its services to Customer and its users solely from data centers in the U.S. Storage of Customer Data at rest shall be located solely in data centers in the U.S. Supplier shall not allow its personnel or contractors to store Customer Data on portable devices, including personal computers, except for devices that are used and kept only at its U.S. data centers. Supplier shall permit its personnel and contractors to access Customer Data remotely only as required to fulfill Supplier's obligations under the Contract.
- 18.6** Supplier shall allow the Customer to audit conformance to the Contract terms. The Customer may perform this audit or contract with a third party at its discretion and at Customer's expense.

- 18.7** Supplier shall perform an independent audit of its data centers at least annually at its expense and provide a redacted version of the audit report upon request. Supplier may remove its proprietary information from the redacted version. A Service Organization Control (SOC) 2 audit report or approved equivalent sets the minimum level of a third-party audit.
- 18.8** Any remedies provided are not exclusive and are in addition to other rights and remedies available under the terms of the Contract, at law or in equity.

## **19 SECURITY ASSESSMENT**

- 19.1** The State requires any entity or third-party Supplier Hosting Oklahoma Customer Data to submit to a State Certification and Accreditation Review process to assess initial security risk. Supplier submitted to the review and met the State's minimum security standards at time the Contract was executed. Failure to maintain the State's minimum security standards during the term of the contract, including renewals, constitutes a material breach. Upon request, the Supplier shall provide updated data security information in connection with a potential renewal. If information provided in the security risk assessment changes, Supplier shall promptly notify the State and include in such notification the updated information; provided, however, Supplier shall make no change that results in lessened data protection or increased data security risk. Failure to provide the notice required by this section or maintain the level of security required in the Contract constitutes a material breach by Supplier and may result in a whole or partial termination of the Contract.
- 19.2** Any Hosting entity change must be approved in writing prior to such change. To the extent Supplier requests a different sub-contractor than the third-party Hosting Supplier already approved by the State, the different sub-contractor is subject to the State's approval. Supplier agrees not to migrate State's data or otherwise utilize the different third-party Hosting Supplier in connection with key business functions that are Supplier's obligations under the contract until the State approves the third-party Hosting Supplier's State Certification and Accreditation Review, which approval shall not be unreasonably withheld or delayed. In the event the third-party Hosting Supplier does not meet the State's requirements under the State Certification and Accreditation Review, Supplier acknowledges and agrees it will not utilize the third-party Supplier in connection with key business functions that are Supplier's obligations under the contract, until such third party meets such requirements.

## **20 SECURITY INCIDENT OR DATA BREACH NOTIFICATION**

- 20.1** Supplier shall inform Customer of any Security Incident or Data Breach.
- 20.2** Supplier may need to communicate with outside parties regarding a Security Incident, which may include contacting law enforcement, fielding media inquiries and seeking external expertise as mutually agreed upon, defined by law or contained in the Contract. If a Security Incident involves Customer Data, Supplier will coordinate with Customer prior to any such communication.
- 20.3** Supplier shall report a Security Incident to the Customer identified contact set forth herein within five (5) days of discovery of the Security Incident or within a shorter notice

period required by applicable law or regulation (i.e., HIPAA requires notice to be provided within 24 hours).

- 20.4** Supplier shall maintain processes and procedures to identify, respond to and analyze Security Incidents; (ii) make summary information regarding such procedures available to Customer at Customer's request, (iii) mitigate, to the extent practicable, harmful effects of Security Incidents that are known to Vendor; and (iv) documents all Security Incidents and their outcomes.
- 20.5** If Supplier has reasonable belief or actual knowledge of a Data Breach, Supplier shall (1) promptly notify the appropriate Customer identified contact set forth herein within 24 hours or sooner, unless shorter time is required by applicable law, and (2) take commercially reasonable measures to address the Data Breach in a timely manner.

## **21 DATA BREACH NOTIFICATION AND RESPONSIBILITIES**

This section only applies when a Data Breach occurs with respect to Personal Data or Non-Public Data within the possession or control of Supplier.

- 21.1** Supplier shall (1) cooperate with Customer as reasonably requested by Customer to investigate and resolve the Data Breach, (2) promptly implement necessary remedial measures, if necessary, and (3) document responsive actions taken related to the Data Breach, including any post-incident review of events and actions taken to make changes in business practices in providing the services, if necessary.
- 21.2** Unless otherwise stipulated, if a Data Breach is a direct result of Supplier's breach of its obligation to encrypt Personal Data and Non-Public Data or otherwise prevent its release, Supplier shall bear the costs associated with (1) the investigation and resolution of the Data Breach; (2) notifications to individuals, regulators or others required by state law; (3) credit monitoring services required by state or federal law; (4) a website or toll-free numbers and call center for affected individuals required by state law – all not to exceed the agency per record per person cost calculated for data breaches in the United States on the most recent Cost of Data breach Study: Global Analysis published by the Ponemon Institute at the time of the data breach; and (5) complete all corrective actions as reasonably determined by Supplier based on root cause.
- 21.3** If a Data Breach is a direct result of Supplier's breach of its obligations to encrypt Personal Data and Non-Public Data or otherwise prevent its release, Supplier shall indemnify and hold harmless the Customer against all penalties assessed to Indemnified Parties by governmental authorities in connection with the Data Breach.

## **22 SUPPLIER REPRESENTATIONS AND WARRANTIES**

Supplier represents and warrants the following:

- 22.1** The product and services provided in connection with Hosting services do not infringe a third party's patent or copyright or other intellectual property rights.
- 22.2** Supplier will protect Customer's Non-Public Data and Personal Data from unauthorized dissemination and use with the same degree of care that each such party uses to protect

its own confidential information and, in any event, will use no less than a reasonable degree of care in protecting such confidential information.

**22.3** The execution, delivery and performance of the Contract and any ancillary documents and the consummation of the transactions contemplated by the Contract or any ancillary documents by Supplier will not violate, conflict with, or result in a breach of any provision of, or constitute a default (or an event which, with notice or lapse of time or both, would constitute a default) under, or result in the termination of, any written contract or other instrument between Supplier and any third parties retained or utilized by Supplier to provide goods or services for the benefit of the Customer.

**22.4** Supplier shall not knowingly upload, store, post, e-mail or otherwise transmit, distribute, publish or disseminate to or through the Hosting environment any material that contains software viruses, malware or other surreptitious code designed to interrupt, destroy or limit the functionality of any computer software or hardware or telecommunications equipment or circumvent any “copy-protected” devices, or any other harmful or disruptive program.

## **23 INDEMNITY**

Supplier agrees to defend, indemnify and hold the State, its officers, directors, employees, and agents harmless from all liabilities, claims, damages, losses, costs, expenses, demands, suits and actions (including without limitation reasonable attorneys’ fees and costs required to establish the right to indemnification), excluding damages that are the sole fault of Customer, arising from or in connection with Supplier’s breach of its express representations and warranties in these Information Technology Terms and the Contract. If a third party claims that any portion of the products or services provided by Supplier under the terms of another Contract Document or these Information Technology Terms infringes that party’s patent or copyright, Supplier shall defend, indemnify and hold harmless the State and Customer against the claim at Supplier’s expense and pay all related costs, damages, and attorney’s fees incurred by or assessed to, the State and/or Customer. The State and/or Customer shall promptly notify Supplier of any third-party claims and to the extent authorized by the Attorney General of the State, allow Supplier to control the defense and any related settlement negotiations. If the Attorney General of the State does not authorize sole control of the defense and settlement negotiations to Supplier, Supplier shall be granted authorization to equally participate in any proceeding related to this section, but Supplier shall remain responsible to indemnify Customer and the State for all associated costs, damages and fees incurred by or assessed to the State and/or Customer. Should the software become, or in Supplier’s opinion, be likely to become the subject of a claim or an injunction preventing its use as contemplated in connection with Hosting services, Supplier may, at its option (i) procure for the State the right to continue using the software or (ii) replace or modify the software with a like or similar product so that it becomes non-infringing.

## **24 TERMINATION, EXPIRATION AND SUSPENSION OF SERVICE**

**24.1** During any period of service suspension, Supplier shall not take any action to intentionally disclose, alter or erase any Customer Data.

**24.2** In the event of a termination or expiration of the Contract, the parties further agree:

Supplier shall implement an orderly return of Customer Data in a format specified by the Customer and, as determined by the Customer:

- a. return the Customer Data to Customer at no additional cost, at a time agreed to by the parties and the subsequent secure disposal of State Data;
- b. transitioned to a different Supplier at a mutually agreed cost and in accordance with a mutually agreed data transition plan and the subsequent secure disposal of State Data or
- c. a combination of the two immediately preceding options.

**24.3** Supplier shall not take any action to intentionally erase any Customer Data for a period of:

- a. 10 days after the effective date of termination, if the termination is in accordance with the contract period;
- b. 30 days after the effective date of termination, if the termination is for convenience; or
- c. 60 days after the effective date of termination if the termination is for cause.

After such period, Supplier shall, unless legally prohibited or otherwise stipulated, delete all Customer Data in its systems or otherwise in its possession or under its control.

**24.4** The State shall be entitled to any post termination or expiration assistance generally made available with respect to the services.

**24.5** Disposal by Supplier of Customer Data in all of its forms, such as disk, CD/DVD, backup tape and paper, when requested by the Customer, shall be performed in a secure manner. Data shall be permanently deleted and shall not be recoverable, according to National Institute of Standards and Technology (NIST)-approved methods. Certificates of destruction shall be provided to Customer within thirty (30) calendar day of its request for disposal of data.

## **25 GENERAL INFORMATION SECURITY REQUIREMENTS**

**25.1** No employee of Contractor or its subcontractors will be granted access to State of Oklahoma agency information systems without the prior completion and approval of applicable logon authorization and acceptable use requests.

**25.2** Contractor or its subcontractors will notify applicable State of Oklahoma agencies when employees who have access to agency information systems are terminated.

**25.3** Contractor or its subcontractors will disclose to Client any suspected breach of the security of the information system or the data contained therein in the most expedient time possible and without unreasonable delay and will cooperate with Client during the investigation of any such incident.

- 25.4** Contractor or its subcontractors agree to adhere to the State of Oklahoma “Information Security Policy, Procedures, and Guidelines” available at: <https://oklahoma.gov/content/dam/ok/en/omes/documents/InfoSecPPG.pdf>

## **26 HIPAA REQUIREMENTS**

**26.1** Contractor shall agree to use and disclose Protected Health Information in its possession or control in compliance with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) (45 C.F.R. Parts 160 and 164) under the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The definitions set forth in the Privacy Rule are incorporated by reference into this Contract (45 C.F.R. §§ 160.103 and 164.501).

**26.2** If applicable, Contractor will sign and adhere to a Business Associate Agreement (BAA). The Business Associate Agreement provides for satisfactory assurances that Contractor will use the information only for the purposes for which it was engaged. Contractor agrees it will safeguard the information from misuse and will comply with HIPAA as it pertains to the duties stated within the contract. Failure to comply with the requirements of this standard may result in funding being withheld from Contractor, and/or full audit and inspection of Contractor’s security compliance as it pertains to this contract.

### **26.3 Business Associate Terms Definitions:**

- a. Unless otherwise defined in this BAA, all capitalized terms used in this BAA have the meanings ascribed in the HIPAA Regulations, provided; however, that “PHI” and “ePHI” shall mean Protected Health Information and Electronic Protected Health Information, respectively, as defined in 45 C.F.R. § 160.103, limited to the information Business Associate received from or created or received on behalf of the applicable State of Oklahoma agency as a Business Associate. “Administrative Safeguards” shall have the same meaning as the term “administrative safeguards in 45 C.F.R. § 164.304, with the exception that it shall apply to the management of the conduct of Business Associate’s workforce, not the State of Oklahoma agency workforce, in relation to the protection of that information.
- b. Business Associate. “Business Associate” shall generally have the same meaning as the term “Business Associate” at 45 C.F.R. 160.103, and in reference to the party to this agreement, shall mean the entity whose name appears below.
- c. Covered Entity. “Covered Entity” shall generally have the same meaning as the term “Covered Entity” at 45 C.F.R. 160.103.
- d. HIPAA Rules. “HIPAA Rules” shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 C.F.R. Part 160 and Part 164, all as may be amended.
- e. The following terms used in this Agreement shall have the same meaning as those terms in the HIPAA Rules: Breach, Data Aggregation, Designated Record Set, Disclosure, Health Care Operations, Individual, Minimum Necessary, Notice of

Privacy Practices, Protected Health Information, required by law, Secretary, Security Incident, Sub-Contractor, Unsecured PHI, and Use.

**26.4** Obligations of Business Associate: Business Associate may use Electronic PHI and PHI (collectively, “PHI”) solely to perform its duties and responsibilities under this Agreement and only as provided in this Agreement. Business Associate acknowledges and agrees that PHI is confidential and shall not be used or disclosed, in whole or in part, except as provided in this Agreement or as required by law. Specifically, Business Associate agrees it will, as applicable:

- a. use or further disclose PHI only as permitted in this Agreement or as Required by Law, including, but not limited to the Privacy and Security Rule;
- b. use appropriate safeguards, and comply with Subpart C of 45 C.F.R. Part 164 with respect to Electronic PHI, to prevent use or disclosure of PHI other than as provided for by this Agreement;
- c. implement and document appropriate administrative, physical, and technical safeguards to protect the confidentiality, integrity, and availability of PHI that it creates, receives, maintains, or transmits for or on behalf of Covered Entity in accordance with 45 C.F.R. 164;
- d. implement and document administrative safeguards to prevent, detect, contain, and correct security violations in accordance with 45 C.F.R. 164;
- e. make its applicable policies and procedures required by the Security Rule available to Covered Entity solely for purposes of verifying BA’s compliance and the Secretary of the Department of Health and Human Services (HHS);
- f. not receive remuneration from a third party in exchange for disclosing PHI received from or on behalf of Covered Entity;
- g. in accordance with 45 C.F.R. 164.502(e)(1) and 164.308(b), if applicable, require that any Sub-Contractors that create, receive, maintain or transmit PHI on behalf of the Business Associate agree to the same restrictions, conditions, and requirements that apply to the Business Associate with respect to such information; this shall be in the form of a written HIPAA Business Associate Contract and a fully executed copy will be provided to the Contract Monitor;
- h. report to Covered Entity in writing any use or disclosure of PHI that is not permitted under this Agreement as soon as reasonably practicable but in no event later than five calendar days from becoming aware of it and mitigate, to the extent practicable and in cooperation with Covered Entity, any harmful effects known to it of a use or disclosure made in violation of this Agreement;
- i. promptly report to Covered Entity in writing and without unreasonable delay and in no case later than five calendar days any successful Security Incident, as defined in the Security Rule, with respect to Electronic PHI;
- j. with the exception of law enforcement delays that satisfy the requirements of 45 C.F.R. 164.412, notify Covered Entity promptly, in writing and without

unreasonable delay and in no case later than five calendar days, upon the discovery of a breach of Unsecured PHI. Such notice shall include, to the extent possible, the name of each individual whose Unsecured PHI has been, or is reasonably believed by Business Associate to have been, accessed, acquired, or disclosed during such Breach. Business Associate shall also, to the extent possible, furnish Covered Entity with any other available information that Covered Entity is required to include in its notification to Individuals under 45 C.F.R. § 164.404(c) at the time of Business Associate's notification to Covered Entity or promptly thereafter as such information becomes available. As used in this Section, "breach" shall have the meaning given such term at 45 C.F.R. 164.402;

- k. to the extent allowed by law, indemnify and hold Covered Entity harmless from all claims, liabilities costs, and damages arising out of or in any manner related to the unauthorized disclosure by Business Associate of any PHI resulting from the negligent acts or omissions of Business Associate or to the breach by Business Associate of any applicable obligation related to PHI;
- l. provide access to PHI it maintains in a Designated Record Set to Covered Entity, or if directed by Covered Entity to an Individual in order to meet the requirements of 45 C.F.R. 164.524. In the event that any Individual requests access to PHI directly from Business Associate, Business Associate shall forward such request to Covered Entity within five working days of receiving a request. This shall be in the form of a written HIPAA Business Associate Contract and a fully executed copy will be provided to the Contract Monitor. Any denials of access to the PHI requested shall be the responsibility of Covered Entity;
- m. make PHI it maintains in a Designated Record Set available to Covered Entity for amendment and incorporate any amendments to PHI in accordance with 45 C.F.R. 164.526;
- n. document disclosure of PHI it maintains in a Designated Record Set and information related to such disclosure as would be required for Covered Entity to respond to a request by an Individual for an accounting of disclosures of PHI, in accordance with 45 C.F.R. 164.528, and within five working days of receiving a request from Covered Entity, make such disclosure documentation and information available to Covered Entity. In the event the request for an accounting is delivered directly to Business Associate, Business Associate shall forward within five working days of receiving a request such request to Covered Entity;
- o. make its internal practices, books, and records related to the use and disclosure of PHI received from or created or received by Business Associate on behalf of Covered Entity available to the Secretary of the Department of HHS, authorized governmental officials, and Covered entity for the purpose of determining Business Associate's compliance with the Privacy Rule. Business Associate shall give Covered Entity advance written notice of requests from HHS or government officials and provide Covered Entity with a copy of all documents made available; and

- p. require that all of its Sub-Contractors, vendors, and agents to whom it provides PHI or who create, receive, use, disclose, maintain, or have access to Covered Entity's PHI shall agree in writing to requirements, restrictions, and conditions at least as stringent as those that apply to Business Associate under this Agreement, including but not limited to implementing reasonable and appropriate safeguards to protect PHI, and shall require that its Sub-Contractors, vendors, and agents agree to indemnify and hold harmless Covered Entity for their failure to comply with each of the provisions of this Agreement.

**26.5** Permitted Uses and Disclosures of PHI by Business Associate: Except as otherwise provided in this Agreement, Business Associate may use or disclose PHI on behalf of or to provide services to Covered Entity for the purposes specified in this Agreement, if such use or disclosure of PHI would not violate the Privacy Rule if done by Covered Entity. Unless otherwise limited herein, Business Associate may:

- a. use PHI for its proper management and administration or to fulfill any present or future legal responsibilities of Business Associate;
- b. disclose PHI for its proper management and administration or to fulfill any present or future legal responsibilities of Business Associate, provided that; (i) the disclosures required by law; or (ii) Business Associate obtains reasonable assurances from any person to whom the PHI is disclosed that such PHI will be kept confidential and will be used or further disclosed only as Required by Law or for the purpose(s) for which it was disclosed to the person, and the person commits to notifying Business Associate of any instances of which it is aware in which the confidentiality of the PHI has been breached;
- c. disclose PHI to report violations of law to appropriate federal and state authorities; or
- d. aggregate the PHI with other data in its possession for purposes of Covered Entity's Health Care Operations;
- e. make uses and disclosures and requests for protected health information consistent with Covered Entity's minimum necessary policies and procedures;
- f. de-identify any and all PHI obtained by Business Associate under this BAA, and use such de-identified data, all in accordance with the de-identification requirements of the Privacy Rule [45 C.F.R. § 164.502(d)].

**26.6** Obligations of Covered Entity

- a. Covered Entity shall notify Business Associate of any changes in, or revocation of, the permission by an individual to use or disclose his or her PHI, to the extent that such changes may affect Business Associate's use or disclosure of PHI.
- b. Covered Entity shall notify Business Associate of any restriction on the use or disclosure of PHI that Covered Entity has agreed to or is required to abide by under 45 C.F.R. 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of protected health information.

- c. Covered Entity shall not request Business Associate use or disclose PHI in any manner that would violate the Privacy Rule if done by Covered Entity.
- d. Covered Entity agrees to timely notify Business Associate, in writing, of any arrangements between Covered Entity and the Individual that is the subject of PHI that may impact in any manner the use and/or disclosure of the PHI by Business Associate under this BAA.
- e. Covered Entity shall provide the minimum necessary PHI to Business Associate.

**26.7** Term and Termination:

- a. Obligations of Business Associate upon Termination. Upon termination of this Agreement for any reason, Business Associate, with respect to PHI received from Covered Entity, or created, maintained, or received by Business Associate on behalf of Covered Entity, shall as applicable:
  - i. retain only that PHI that is necessary for Business Associate to continue its proper management and administration or to carry out its legal responsibilities;
  - ii. return to Covered Entity (or, if agreed to by Covered Entity, destroy) the remaining PHI that the Business Associate still maintains in any form;
  - iii. continue to use appropriate safeguards and comply with Subpart C of 45 C.F.R. Part 164 with respect to PHI to prevent use or disclosure of the PHI, other than as provided for in this Section, for as long as Business Associate retains the PHI;
  - iv. not use or disclose the PHI retained by Business Associate other than for the purposes for which such PHI was retained and subject to the same conditions set out at above under “Permitted Uses and Disclosures By Business Associate” that applied prior to termination; and
  - v. return to Covered Entity (or, if agreed to by Covered Entity, destroy) the PHI retained by Business Associate when it is no longer needed by Business Associate for its proper management and administration or to carry out its legal responsibilities.
- b. All other applicable obligations of Business Associate under this Agreement shall survive termination.
- c. Should the applicable State of Oklahoma agency become aware of a pattern of activity or practice that constitutes a material breach of a material term of this BAA by Business Associate, the agency shall provide Business Associate with written notice of such a breach in sufficient detail to enable Contractor to understand the specific nature of the breach. The Client shall be entitled to terminate the Underlying Contract associated with such breach if, after the applicable State of Oklahoma agency provides the notice to Business Associate, Business Associate fails to cure the breach within a reasonable time period not less than thirty (30) days specified in such notice; provided, however, that such

time period specified shall be based on the nature of the breach involved per 45 C.F.R. §§ 164.504(e)(1)(ii)-(iii) & 164.314 (a)(2)(i)(C).

## **26.8 Miscellaneous Provisions:**

- a. No Third-Party Beneficiaries: Nothing in this Agreement shall confer upon any person other than the parties and their respective successors or assigns, any rights, remedies, obligations, or liabilities whatsoever.
- b. Business Associate recognizes that any material breach of this Business Associate Terms section or breach of confidentiality or misuse of PHI may result in the termination of this Agreement and/or legal action. Said termination may be immediate and need not comply with any termination provision in the parties' underlying agreement, if any.
- c. The parties agree to amend this Agreement from time to time as is necessary for Covered Entity or Business Associate to comply with the requirements of the Privacy Rule and related laws and regulations.
- d. The applicable State of Oklahoma agency shall make available its Notice of Privacy Practices.
- e. Any ambiguity in this Agreement shall be resolved in a manner that causes this Agreement to comply with HIPAA.
- f. If Business Associate maintains a designated record set in an electronic format on behalf of Covered Entity, then Business Associate agrees that within 30 calendar days of expiration or termination of the parties' agreement, Business Associate shall provide to Covered Entity a complete report of all disclosures of and access to the designated record set covering the three years immediately preceding the termination or expiration. The report shall include patient name, date and time of disclosures/access, description of what was disclosed/accessed, purpose of disclosure/access, name of individual who received or accessed the information, and, if available, what action was taken within the designated record set.
- g. Amendment: To the extent that any relevant provision of the HIPAA Regulations is materially amended in a manner that changes the obligations of Business Associates or Covered Entities, the Parties agree to negotiate in good faith appropriate amendment(s) to this Agreement to give effect to these revised obligations. The parties agree to amend this Agreement from time to time as is necessary for Covered Entity or to comply with the requirements of the Privacy Rule and related laws and regulations.

## **27 42 C.F.R. PART 2 RELATED PROVISIONS**

- 27.1 Confidentiality of Information.** Contractor's employees and agents shall have access to private data to the extent necessary to carry out the responsibilities, limited by the terms of this Agreement. Contractor accepts the responsibilities for providing adequate administrative supervision and training to their employees and agents to ensure

compliance with relevant confidentiality, privacy laws, regulations and contractual provisions. No private or confidential data collected, maintained, or used shall be disseminated except as authorized by statute and by terms of this Agreement, whether during the period of the Agreement or thereafter. Furthermore, Contractor:

- 27.2** Acknowledges that in receiving, transmitting, transporting, storing, processing, or otherwise dealing with any information received pursuant to this agreement that identifies or otherwise relates to the individuals under the care of or in the custody of a State of Oklahoma agency, it is fully bound by the provisions of the federal regulations governing the confidentiality of Alcohol and Drug Abuse Patient Records, 42 C.F.R. Part 2 and the HIPAA, 45 C.F.R. 45 Parts 142, 160, and 164, Title 43 A § 1-109 of Oklahoma Statutes, and may not use or disclose the information except as permitted or required by this Agreement or by law;
- 27.3** Acknowledges that pursuant to 43A O.S. §1-109, all mental health and drug or alcohol treatment information and all communications between physician or psychotherapist and patient are both privileged and confidential and that such information is available only to persons actively engaged in treatment of the client or consumer or in related administrative work. Contractor agrees that such protected information shall not be available or accessible to staff in general and shall not be used for punishment or prosecution of any kind;
- 27.4** Agrees to resist any efforts in judicial proceedings to obtain access to the protected information except as expressly provided for in the regulations governing the Confidentiality of Alcohol and Drug Abuse Patient Records, 42 C.F.R. Part 2;
- 27.5** Agrees to, when applicable and to the extent within Contractor's control, use appropriate administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic protected health information that it creates, receives, maintains, or transmits on behalf of the State of Oklahoma agency and to use appropriate safeguards to prevent the unauthorized use or disclosure of the protected health information, and agrees that protected information will not be placed in the Child Protective Services (CPS) record of any individual involved with the Oklahoma Department of Human Services (DHS).
- 27.6** Agrees to report to the State of Oklahoma agency any use or disclosure or any security incident involving protected information not provided for by this Agreement. Such a report shall be made immediately when an employee becomes aware of such a disclosure, use, or security incident.
- 27.7** Agrees to provide access to the protected information at the request of the State of Oklahoma agency or to an authorized individual as directed by the State of Oklahoma agency, in order to meet the requirement of 45 C.F.R. §164.524 which provides clients with the right to access and copy their own protected information;
- 27.8** Agrees to make any amendments to the protected information as directed or agreed to by the State of Oklahoma agency, pursuant to 45 C.F.R. §164.526;
- 27.9** Agrees to make available its internal practices, books, and records, including policies and procedures, relating to the use and disclosure of protected information received from the

State of Oklahoma agency or created or received by the Contractor on behalf of the State of Oklahoma agency, to the State of Oklahoma agency and to the Secretary of the Department of Health and Human Services for purpose of the Secretary determining the giving party's compliance with HIPAA;

- 27.10** Agrees to provide the State of Oklahoma agency, or an authorized individual, information to permit the State of Oklahoma agency to respond to a request by an individual for an accounting of disclosures in accordance with 45 C.F.R. §164.528.

## **28 DATA SECURITY**

The Contractor agrees to, when applicable and to the extent within Contractor's control, maintain the data in a secure manner compatible with the content and use. The Contractor will, when applicable to the extent within Contractor's control, control access to the data in Contractor's possession or control compliance with the terms of this Agreement. Only the Contractor's personnel whose duties require the use of such information, will have regular access to the data. The Contractor's employees will be allowed access to the data only for the purpose set forth in this Agreement.

- 28.1** Data Destruction. Contractor agrees to, when applicable and to the extent within Contractor's control, follow State of Oklahoma agency policies regarding secure data destruction.

- 28.2** Use of Information. Contractor agrees that the information received or accessed through this Agreement shall not be used to the detriment of any individual nor for any purpose other than those stated in this Agreement.

- 28.3** Redisclosure of Data. The Contractor agrees not to redisclose any information to a third party not covered by the Agreement unless written permission by the State of Oklahoma agency is received and redisclosure is permitted under applicable law.

## **29 FEDERAL TAX INFORMATION REQUIREMENTS IRS PUBLICATION 1075**

- 29.1** PERFORMANCE: If Contractor takes possession or control of Federal Tax Information in performance of this contract, the Contractor agrees to, when applicable and to the extent within Contractor's control, comply with and assume responsibility for compliance by officers or employees with the following requirements:

- 29.2** All work will be performed under the supervision of the State of Oklahoma.

- 29.3** The contractor and contractor's officers or employees to be authorized access to FTI must meet background check requirements defined in IRS Publication 1075. The contractor will maintain a list of officers or employees authorized access to FTI. Such list will be provided to the agency and, upon request, to the IRS.

- 29.4** FTI in hardcopy or electronic format shall be used only for the purpose of carrying out the provisions of this contract. FTI in any format shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of this contract. Inspection or disclosure of FTI to anyone other than the contractor or the contractor's officers or employees authorized is prohibited.

- 29.5** FTI will be accounted for upon receipt and properly stored before, during, and after processing. In addition, any related output and products require the same level of protection as required for the source material.
- 29.6** The contractor will certify that FTI processed during the performance of this contract will be completely purged from all physical and electronic data storage with no output to be retained by the contractor at the time the work is completed. If immediate purging of physical and electronic data storage is not possible, the contractor will certify that any FTI in physical or electronic storage will remain safeguarded to prevent unauthorized disclosures.
- 29.7** Any spoilage or any intermediate hard copy printout that may result during the processing of FTI will be given to the agency. When this is not possible, the contractor will be responsible for the destruction of the spoilage or any intermediate hard copy printouts and will provide the agency with a statement containing the date of destruction, description of material destroyed, and the destruction method.
- 29.8** All Contractor computer systems receiving, processing, storing, or transmitting FTI must meet the requirements in IRS Publication 1075. To meet functional and assurance requirements, the security features of the environment must provide for the managerial, operational, and technical controls. All security features must be available and activated to protect against unauthorized use of and access to FTI.
- 29.9** No work involving FTI furnished under this contract will be subcontracted without the prior written approval of the IRS.
- 29.10** Contractor will ensure that the terms of FTI safeguards described herein are included, without modification, in any approved subcontract for work involving FTI.
- 29.11** To the extent the terms, provisions, duties, requirements, and obligations of this contract apply to performing services with FTI, the contractor shall assume toward the subcontractor all obligations, duties and responsibilities that the agency under this contract assumes toward the contractor, and the subcontractor shall assume toward the contractor all the same obligations, duties and responsibilities which the contractor assumes toward the agency under this contract.
- 29.12** In addition to the subcontractor's obligations and duties under an approved subcontract, the terms and conditions of this contract apply to the subcontractor, and the subcontractor is bound and obligated to the contractor hereunder by the same terms and conditions by which the contractor is bound and obligated to the agency under this contract.
- 29.13** For purposes of this contract, the term "contractor" includes any officer or employee of the contractor with access to or who uses FTI, and the term "subcontractor" includes any officer or employee of the subcontractor with access to or who uses FTI.
- 29.14** The agency will have the right to void the contract if the contractor fails to meet the terms of FTI safeguards described herein.

## **30 CRIMINAL/CIVIL SANCTIONS**

- 30.1** Each officer or employee of a contractor to whom FTI is or may be disclosed shall be notified in writing that FTI disclosed to such officer or employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any FTI for a purpose not authorized herein constitutes a felony punishable upon conviction by a fine of as much as \$5,000 or imprisonment for as long as 5 years, or both, together with the costs of prosecution.
- 30.2** Each officer or employee of a contractor to whom FTI is or may be accessible shall be notified in writing that FTI accessible to such officer or employee may be accessed only for a purpose and to the extent authorized herein, and that access/inspection of FTI without an official need-to-know for a purpose not authorized herein constitutes a criminal misdemeanor punishable upon conviction by a fine of as much as \$1,000 or imprisonment for as long as 1 year, or both, together with the costs of prosecution.
- 30.3** Each officer or employee of a contractor to whom FTI is or may be disclosed shall be notified in writing that any such unauthorized access, inspection or disclosure of FTI may also result in an award of civil damages against the officer or employee in an amount equal to the sum of the greater of \$1,000 for each unauthorized access, inspection, or disclosure, or the sum of actual damages sustained as a result of such unauthorized access, inspection, or disclosure, plus in the case of a willful unauthorized access, inspection, or disclosure or an unauthorized access/inspection or disclosure which is the result of gross negligence, punitive damages, plus the cost of the action. These penalties are prescribed by IRC sections 7213, 7213A and 7431 and set forth at 26 CFR 301.6103(n)-1.
- 30.4** Additionally, it is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a(i)(1), which is made applicable to contractors by 5 U.S.C. 552a(m)(1), provides that any officer or employee of a contractor, who by virtue of his/her employment or official position, has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.
- 30.5** Granting a contractor access to FTI must be preceded by certifying that each officer or employee understands the agency's security policy and procedures for safeguarding FTI. A contractor and each officer or employee must maintain their authorization to access FTI through annual recertification of their understanding of the agency's security policy and procedures for safeguarding FTI. The initial certification and recertifications must be documented and placed in the agency's files for review. As part of the certification and at least annually afterwards, a contractor and each officer or employee must be advised of the provisions of IRC sections 7213, 7213A, and 7431 (see IRS Publication 1075, Exhibit 4, Sanctions for Unauthorized Disclosure, and IRS Publication 1075, Exhibit 5, Civil Damages for Unauthorized Disclosure). The training on the agency's security policy and procedures provided before the initial certification and annually thereafter must also cover the incident response policy and procedure for reporting unauthorized disclosures and data breaches. For the initial certification and the annual recertifications, the contractor and each officer or employee must sign, either with ink or

electronic signature, a confidentiality statement certifying their understanding of the security requirements.

## **31 INSPECTION**

The IRS and the Agency, with 24-hour notice, shall have the right to send its inspectors into the offices and plants of the contractor to inspect facilities and operations performing any work with FTI under this contract for compliance with requirements defined in IRS Publication 1075. The IRS' right of inspection shall include the use of manual and/or automated scanning tools to perform compliance and vulnerability assessments of information technology (IT) assets that access, store, process or transmit FTI. Based on the inspection, corrective actions may be required in cases where the contractor is found to be noncompliant with FTI safeguard requirements.

## **32 SSA REQUIREMENTS**

- 32.1** PERFORMANCE: If Contractor takes possession or control of in SSA provided information in the performance of this contract, the contractor agrees to, where applicable and to the extent within Contractor's control comply with and assume responsibility for compliance by his or her employees with the following requirements:
- 32.2** All work will be done under the supervision of the State of Oklahoma.
- 32.3** Any SSA provided information made available shall be used only for carrying out the provisions of this Agreement. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of this contract. Inspection by or disclosure to anyone other than an officer or employee of the Contractor is prohibited.
- 32.4** All SSA provided information shall be accounted for upon receipt and properly stored before, during, and after processing. In addition, all related output and products will be given the same level of protection as required for the source material.
- 32.5** No work involving SSA provided information furnished under this contract shall be subcontracted without prior written approval by the applicable State of Oklahoma agency and the SSA.
- 32.6** The Contractor shall maintain a list of employees authorized access. Such list shall be provided upon request to the applicable State of Oklahoma agency or the SSA.
- 32.7** Contractor or agents may not legally process, transmit, or store SSA-provided information in a cloud environment without explicit permission from SSA's Chief Information Officer. Proof of this authorization shall be provided to the Contractor by the applicable State of Oklahoma agency prior to accessing SSA provided information.
- 32.8** Contractor shall provide security awareness training to all employees, contractors, and agents who access SSA-provided information. The training should be annual, mandatory, and certified by the personnel who receive the training. Contractor is also required to certify that each employee, contractor, and agent who views SSA-provided information certify that they understand the potential criminal, civil, and administrative sanctions or penalties for unlawful access and/or disclosure.

- 32.9** Contractor shall require employees, contractors, and agents to sign a non-disclosure agreement, attest to their receipt of Security Awareness Training, and acknowledge the rules of behavior concerning proper use and security in systems that process SSA-provided information. Contractor shall retain non-disclosure attestations for at least five (5) to seven (7) years for each employee who processes, views, or encounters SSA-provided information as part of their duties.
- 32.10** The applicable State of Oklahoma agency shall provide the Contractor a copy of the SSA exchange agreement and all related attachments before initial disclosure of SSA data. Contractor is required to follow the terms of the applicable State of Oklahoma agency's data exchange agreement with the SSA. Prior to signing this Agreement, and thereafter at SSA's request, the applicable State of Oklahoma agency shall obtain from the Contractor a current list of the employees of such Contractor with access to SSA data and provide such list to the SSA.
- 32.11** Where the Contractor processes, handles, or transmits information provided to the applicable State of Oklahoma agency by SSA or has authority to perform on the agency's behalf, the applicable State of Oklahoma agency shall clearly state the specific roles and functions of the Contractor within the Agreement.
- 32.12** SSA requires all parties subject to this Agreement to exercise due diligence to avoid hindering legal actions, warrants, subpoenas, court actions, court judgments, state or Federal investigations, and SSA special inquiries for matters pertaining to SSA-provided information.
- 32.13** SSA requires all parties subject to this Agreement to agree that any Client-owned or subcontracted facility involved in the receipt, processing, storage, or disposal of SSA-provided information operate as a "de facto" extension of the Client and is subject to onsite inspection and review by the Client or SSA with prior notice.
- 32.14** If the Contractor must send a Contractor computer, hard drive, or other computing or storage device offsite for repair, the Contractor must have a non-disclosure clause in their contract with the vendor. If the Contractor used the item in a business process that involved SSA-provided information and the vendor will retrieve or may view SSA-provided information during servicing, SSA reserves the right to inspect the Contractor's vendor contract. The Contractor must remove SSA-provided information from electronic devices before sending it to an external vendor for service. SSA expects the Contractor to render SSA-provided information unrecoverable or destroy the electronic device if they do not need to recover the information. The same applies to excessed, donated, or sold equipment placed into the custody of another organization.
- 32.15** In the event of a suspected or verified data breach involving SSA provided information, the Contractor shall notify the Client immediately.
- 32.16** The Client shall have the right to void the contract if the contractor fails to provide the safeguards described above.

### **33 CRIMINAL/CIVIL SANCTIONS**

The Act specifically provides civil remedies, 5 U.S.C. Sec. 552a(g), including damages, and criminal penalties, 5 U.S.C. Sec. 552a(i), for violations of the Act. The civil action provisions are premised violations of the Act committed by parties subject to this Agreement or regulations promulgated thereunder. An individual claiming such a violation by parties subject to this Agreement may bring civil action in a federal district court. If the individual substantially prevails, the court may assess reasonable attorney fees and other litigation costs. In addition, the court may direct the parties subject to this Agreement to grant the plaintiff access to his/her records, and when appropriate direct an amendment or correction of records subject to the Act. Actual damages may be awarded to the plaintiff for intentional or willful refusal by parties subject to this Agreement to comply with the Act.

### **33.1 Civil Remedies**

- a. In any suit brought under the provisions of 5 U.S.C. § 552a(g)(1)(C) or (D) in which the court determines that the parties subject to this Agreement acted in a manner which was intentional or willful, shall be liable in an amount equal to the sum of
- b. actual damages sustained by the individual because of the refusal or failure, but in no case, shall a person entitled to recovery receive less than the sum of \$1,000; and
- c. the costs of the action together with reasonable attorney fees as determined by the court.
- d. An action to enforce any liability created under 5 U.S.C. § 552a may be brought in the district court of the United States in the district in which the complainant resides, or has his principal place of business, or in which the records are situated, or in the District of Columbia, without regard to the amount in controversy, within two years from the date on which the cause of action arises, except that where parties subject to this Agreement have materially and willfully misrepresented any information required under this section to be disclosed to an individual and the information so misrepresented is material to establishment of the liability of the agency to the individual under 5 U.S.C. § 552a, the action may be brought at any time within two years after discovery by the individual of the misrepresentation. Nothing in this section shall be construed to authorize any civil action because of any injury sustained as the result of a disclosure of a record prior to September 27, 1975.

### **33.2 Criminal Penalties**

- a. Any officer or employee of an agency, who by virtue of his employment or official position, has possession of, or access to, agency records which contain individually identifiable information the disclosure of which is prohibited by this section or by rules or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000. See 5 U.S.C. § 552a(i)(1).

- b. Any officer or employee of any agency who willfully maintains a system of records without meeting the notice requirements of subsection (e)(4) of this section shall be guilty of a misdemeanor and fined not more than \$5,000. See 5 U.S.C. § 552a(i)(2).
- c. Any person who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses shall be guilty of a misdemeanor and fined not more than \$5,000. See 5 U.S.C. § 552a(i)(3).

## **34 CHILD SUPPORT FPLS REQUIREMENTS**

- 34.1** Contractor, when applicable and to the extent within Contractor's control, and the applicable State of Oklahoma agency must comply with the security requirements established by the Social Security Act, the Privacy Act of 1974, the Federal Information Security Management Act of 2002 (FISMA), 42 United States Code (USC) 654(26), 42 UCS 654a(d)(1)-(5), the U.S. Department of Health and Human Services (HHS), the U.S. Department of Health and Human Services Administration of Children and Families Office of Child Support Enforcement Security Agreement and the Automated Systems for Child Support Enforcement: A Guide for States Section H Security and Privacy. Contractor and applicable State of Oklahoma agency also agree to use Federal Parent Locator Service (FPLS) information and Child Support (CS) program information solely for the authorized purposes in accordance with the terms in this agreement. The information exchanged between state Child Support agencies and all other state program information must be used for authorized purposes and protected against unauthorized access to reduce fraudulent activities and protect the privacy rights of individuals against unauthorized disclosure of confidential information.
- 34.2** This is applicable to the personnel, facilities, documentation, data, electronic and physical records and other machine-readable information systems of the applicable State of Oklahoma agency and Contractor, including, but not limited to, state employees and contractors working with FPLS information and CS program information and state CS agency data centers, statewide centralized data centers, contractor data centers, state Health and Human Services' data centers, comprehensive tribal agencies, data centers serving comprehensive tribes, and any other individual or entity collecting, storing, transmitting or processing FPLS information and CS program information. This is applicable to all FPLS information, which consists of the National Directory of New Hires (NDNH), Debtor File, and the Federal Case Registry (FCR). The NDNH, Debtor File and FCR are components of an automated national information system.
- 34.3** This is also applicable to all CS program information, which includes the state CS program information, other state and tribal program information, and confidential information. Confidential information means any information relating to a specified individual or an individual who can be identified by reference to one or more factors specific to him or her, including but not limited to the individual's Social Security number, residential and mailing addresses, employment information, and financial information. Ref. 45 Code of Federal Regulations (CFR) 303.21(a).

## **35 FERPA REQUIREMENTS**

**35.1** If Contractor takes possession or control of Information covered by FERPA in performance of this Agreement, Contractor agrees to, when applicable and to the extent within Contractor's control comply with and assume responsibility for compliance by its employees with the Family Educational Rights and Privacy Act; (20 U.S.C. § 1232g; 34 CFR Part 99) ("FERPA") and the Oklahoma Student Data Accessibility, Transparency, and Accountability Act of 2013; (70 O.S. § 3-168), where personally identifiable student education data is exchanged.

## **36 CJIS REQUIREMENTS**

**36.1** INTRODUCTION - This section shall be applicable to the extent that Contractor takes possession or control of CJIS data. The use and maintenance of all items of software or equipment offered for purchase herein must be in compliance with the most current version of the U.S. Department of Justice, Federal Bureau of Investigation ("FBI"), Criminal Justice Information Services (CJIS) Division's CJIS Security Policy ("CJIS Security Policy" or "Security Policy" herein).

**36.2** The Entity or Affiliate acquiring the data or system is hereby ultimately responsible for compliance with the CJIS Security Policy and will be subject to an audit by the State of Oklahoma CJIS Systems Officer ("CSO") and the FBI CJIS Division's Audit Staff.

**36.3** CJIS SECURITY POLICY REQUIREMENTS GENERALLY - The CJIS Security Policy outlines a number of administrative, procedural, and technical controls agencies must have in place to protect Criminal Justice Information ("CJI"). Our experience is that agencies will generally have many of the administrative and procedural controls in place but will need to implement additional technical safeguards in order to be in complete compliance with the mandate. A Criminal Justice Agency ("CJA") and certain other governmental agencies procuring technology equipment and services that could be used in hosting or connecting or transmitting or receiving CJI data may need to use the check list herein to make sure that the software, equipment, location, security, and persons having the ability to access CJI will meet the CJIS requirements per the then current CJIS Security Policy. A completed Appendix H to said Security Policy will need to be signed by Vendor or a 3rd party if it has access to CJI, such as incident to the maintenance or support of the purchased hardware or software within which resides CJI. Per Appendix "A" to said Security Policy, "access to CJI is the physical or logical (electronic) ability, right or privilege to view, modify or make use of CJI."

**36.4** DIRECTIVE CONCERNING ACCESS TO CRIMINAL JUSTICE INFORMATION AND TO HARDWARE OR SOFTWARE WHICH INTERACTS WITH CJI AND CERTIFICATION- The FBI CJIS Division provides state-of-the-art identification and information services to the local, state, tribal, federal, and international criminal justice communities for criminal justice purposes, as well as the noncriminal justice communities for noncriminal justice purposes.

**36.5** This Directive primarily concerns access to CJI and access to hardware and software in the use, retention, transmission, reception, and hosting of CJI for criminal justice purposes and not for noncriminal justice purposes. In that regard, this Directive is not only applicable to such data, but also to the hardware and software interacting with such data, their location(s), and persons having the ability to access such data. The CJIS data applicable to the Security Policy is the data described as such in said Policy plus all data

transmitted over the Oklahoma Law Enforcement Telecommunications System (“OLETS”) which is operated by DPS.

**36.6** In order to have access to CJIS or to the aforesaid hardware or software, the vendor must be familiar with the FBI CJIS Security Policy, including but not limited to the following portions of said Security Policy:

- a. the Definitions and Acronyms in §3 & Appendices “A” & “B”;
- b. the general policies in §4;
- c. the Policies in §5;
- d. the appropriate forms in Appendices “D”, “E”, “F” & “H”; and
- e. the Supplemental Guidance in Appendices “J”.

**36.7** This FBI Security Policy is located and may be downloaded at:

- a. [https://le.fbi.gov/file-repository/cjis\\_security\\_policy\\_v5-9-2\\_20221207-5.pdf](https://le.fbi.gov/file-repository/cjis_security_policy_v5-9-2_20221207-5.pdf)
- b. By executing the Contract to which this Directive is attached, the vendor hereby CERTIFIES that the foregoing directive has and will be followed, including but not limited to full compliance with the FBI CJIS Security Policy, as amended and as applicable.

## **37 NOTICES**

**37.1** In addition to notice requirements under the terms of the Contract otherwise, the following individuals shall also be provided the request, approval or notice, as applicable:

Chief Information Officer  
3115 N. Lincoln Blvd  
Oklahoma City, OK 73105

**With a copy, which shall not constitute notice, to:**

OMES Deputy General Counsel  
3115 North Lincoln Blvd  
Oklahoma City, Oklahoma 73105

## Attachment E1 - ODOC's Items Sold/Supplier's Proposed Pricing - Best and Final

Department	Category	UPC#	Item Description	Total Unit (Package)/ Sold Size	Unit (Package) Sold UOM	Total Unit (Package) Sold Quantity	Bidder's Proposed Manufacturer/ Brand Name	Bidder's Proposed Total Unit (Package) Size	Bidder's Price Broken Down to UOM (i.e., a 16.9 oz water that is \$1.19 per ea would be \$0.0704 per oz)	Bidder's Total Per Unit Cost	Bidder's Total Per Unit Cost x Quantity Sold
Beverage	Non-carbonated	027541000654	Niagara Water	16.9	oz	615,060	Niagara Water	16.9	\$ 0.0207	\$ 0.35	\$ 215,166.4388
Food	Soups	041769002588	Maruchan Ramen Roast Beef	3	oz	550,194	Maruchan Ramen Roast Beef	3	\$ 0.267	\$ 0.38	\$ 208,128.7394
Food	Soups	041769002793	Maruchan Ramen Hot-Spicy Vegetable	3	oz	512,577	Maruchan Ramen Hot-Spicy Vegetable	3	\$ 0.267	\$ 0.38	\$ 194,830.5177
Food	Soups	041769002762	Maruchan Ramen Chili	3	oz	497,313	Maruchan Ramen Chili	3	\$ 0.267	\$ 0.38	\$ 189,028.6713
Food	Soups	041769003172	Maruchan Ramen Lime Chili Shrimp	3	oz	480,692	Maruchan Ramen Lime Chili Shrimp	3	\$ 0.267	\$ 0.38	\$ 182,711.0292
Food	Soups	041769002616	Maruchan Ramen Noodles Picante Chicken	3	oz	411,736	Maruchan Ramen Noodles Picante Chicken	3	\$ 0.267	\$ 0.38	\$ 156,500.8536
Food	Soups	041769002571	Maruchan Ramen Roast Chicken	3	oz	356,656	Maruchan Ramen Roast Chicken	3	\$ 0.267	\$ 0.38	\$ 135,564.9456
Food	Soups	041769002786	Maruchan Ramen Texas Beef	3	oz	330,330	Maruchan Ramen Texas Beef	3	\$ 0.267	\$ 0.38	\$ 125,558.4330
Beverage	Non-carbonated	087361070228	Freeze Dried Coffee Colombian	3	oz	293,373	KEEFE_COFFEE_COLOMBIAN BLEND_3 O	3	\$ 1.0533	\$ 3.16	\$ 927,028.3427
Food	Soups	041769002519	Maruchan Ramen Creamy Chicken	3	oz	288,901	Maruchan Ramen Creamy Chicken	3	\$ 0.267	\$ 0.38	\$ 109,073.8761
Beverage	Non-carbonated	850003766454	Hawaiian Punch Juicy Red Singles To Go, 8/Box	0.72	oz	286,200	Hawaiian Punch Juicy Red Singles To Go, 8/Box	0.75	\$ 1.1733	\$ 0.88	\$ 251,848.8450
Food	Meats/Beans	087361125447	Brushy Creek Beef Summer Sausage	5	oz	279,678	Brushy Creek Beef Summer Sausage	5	\$ 0.3600	\$ 1.80	\$ 503,420.4000
Food	Dinner Mixes	087361107273	Sevilla Spicy Cheesy Spanish Rice	2	oz	274,264	Sevilla Spicy Cheesy Spanish Rice	2	\$ 0.3400	\$ 0.68	\$ 186,499.5200
Food	Bread/Pastries/Cookies	087361128257	Market Square Honey Bun	4.75	oz	230,886	Market Square Honey Bun	4.75	\$ 0.2526	\$ 1.20	\$ 277,028.5671
Beverage	Carbonated	073800086980	Faygo Dr. Faygo	20	oz	205,805	Faygo Dr. Faygo	20	\$ 0.0610	\$ 1.22	\$ 251,082.1000
Beverage	Non-carbonated	850003766478	Hawaiian Punch Lemon Berry Squeeze Singles To Go, 8/Box	0.65	oz	195,552	Hawaiian Punch Lemon Berry Squeeze Singles To Go, 8/Box	0.65	\$ 0.9283	\$ 0.88	\$ 172,082.8287
Food	Bread/Pastries/Cookies	087361050701	Cactus Anni's Flr Tortilla 6/Pack	8	oz	187,459	Cactus Anni's Flr Tortilla 6/Pack	8	\$ 0.1513	\$ 1.21	\$ 228,900.3736
Food	Meats/Beans	087361043857	Fresh Catch Mackerel In Oil	3.53	oz	170,618	Fresh Catch Mackerel In Oil	3.53	\$ 0.3966	\$ 1.40	\$ 238,864.6588
Personal Hygiene	Bath Tissue	2920	Toilet Paper Single Roll Indiv Wrap	1	roll	148,713	Toilet Paper Single Roll Indiv Wrap	1	\$ 0.7400	\$ 0.74	\$ 110,047.6200
Food	Meats/Beans	087361097713	Sevilla Refried Beans Spicy	8	oz	146,891	Sevilla Refried Beans Spicy	8	\$ 0.1993	\$ 1.57	\$ 230,677.6284
Food	Candy/Snacks	087361853760	Moon Lodge Microwave Popcorn Light Butter	2.8	oz	127,776	Moon Lodge Microwave Popcorn Light Butter	2.8	\$ 0.2071	\$ 0.59	\$ 74,094.7469
Food	Candy/Snacks	087361128271	Kraft Cheese Snack Sharp Cheddar	4	oz	123,477	Kraft Cheese Snack Sharp Cheddar	4	\$ 0.3050	\$ 1.22	\$ 150,841.9400
Beverage	Carbonated	073800029256	Faygo Orange Soda	20	oz	114,208	Faygo Orange Soda	20	\$ 0.9425	\$ 0.85	\$ 97,076.8000
Beverage	Non-carbonated	046500001745	Tropicana Orange Juice	10	oz	112,325	Tropicana Orange Juice	10	\$ 0.1150	\$ 1.15	\$ 128,173.7500
Food	Soups	041769002755	Ramen Cajun Shrimp	2.8	oz	110,475	Ramen Cajun Shrimp	3	\$ 0.287	\$ 0.38	\$ 41,991.5475
Beverage	Carbonated	073800029287	Faygo Root Beer Soda	20	oz	110,151	Faygo Root Beer Soda	20	\$ 0.0425	\$ 0.85	\$ 93,628.3500
Food	Bread/Pastries/Cookies	070953760007	Dutchess Cinnamon Roll	4	oz	106,222	Dutchess Cinnamon Roll	4	\$ 0.2950	\$ 1.18	\$ 125,341.9600
Food	Bread/Pastries/Cookies	087361760225	Market Square Peanut Butter Wafers	12	oz	103,556	Market Square Peanut Butter Wafers	12	\$ 0.2358	\$ 2.83	\$ 293,022.0576
Food	Meats/Beans	087361043856	Fresh Catch Fish Steaks W Green Chills	3.53	oz	102,699	Fresh Catch Fish Steaks W Green Chills	3.53	\$ 0.3116	\$ 1.10	\$ 112,963.5597
Food	Meats/Beans	087361128288	Kraft Cheese Snack Jalapeno	4	oz	99,537	Kraft Cheese Snack Jalapeno	4	\$ 0.2900	\$ 1.16	\$ 115,462.6200
Personal Hygiene	Soap	087361220982	Next1 Soap Antibacterial Sport Bar	5	oz	97,584	Next1 Soap Antibacterial Sport Bar	5	\$ 0.1400	\$ 0.70	\$ 68,315.8000
Food	Candy/Snacks	070763406156	Austin Sandwich Cracker Ches&Ches	1.38	oz	97,565	Austin Sandwich Cracker Ches&Ches	1.38	\$ 0.2319	\$ 0.32	\$ 31,222.9464
Personal Hygiene	Soap	087361220975	Next1 Soap Moisturizing Bar	5	oz	94,330	Next1 Soap Moisturizing Bar	5	\$ 0.1660	\$ 0.83	\$ 78,293.9000
Beverage	Non-carbonated	072392327256	Starburst Cherry Drink Mix Sticks Singles To Go 6/Box	0.59	oz	92,208	Starburst Cherry Drink Mix Sticks Singles To Go 6/Box	0.59	\$ 2.8475	\$ 1.69	\$ 154,911.7452
Food	Meats/Beans	087361125461	Brushy Creek Beef Summer Sausage Hot & Spicy	5	oz	89,207	Brushy Creek Beef Summer Sausage Hot & Spicy	5	\$ 0.4540	\$ 2.27	\$ 202,499.8900
Food	Candy/Snacks	087361012662	Cactus Anni's Hot & Spicy Pork Rinds	2	oz	86,462	Cactus Anni's Hot & Spicy Pork Rinds	2	\$ 0.9800	\$ 1.16	\$ 100,295.9200



Food	Meats/Beans	046000391247	Chicken Of The Sea Premium Light Tuna	3	oz	49,003	Chicken Of The Sea Premium Light Tuna	3	\$	0.2600	\$	38,222.3400
Food	Candy/Snacks	038445514011	King Nut Snack Mix Healthy	3.25	oz	48,377	King Nut Snack Mix Healthy	3.25	\$	0.3589	\$	56,113.8917
Beverage	Non-carbonated	087391070366	Hot Cocoa (Clear Pack With Zipper)	10	oz	46,593	Hot Cocoa (Clear Pack With Zipper)	10	\$	2.06	\$	96,805.5600
Food	Meats/Beans	087391071117	Brush Creek Chili W/ Beans	11.25	oz	48,703	Brush Creek Chili W/ Beans	11.25	\$	0.1867	\$	98,093.8136
Food	Condiments/Spices	300269900788	Equal Sweetener Pink 100 Packets/Box	1	box	45,321	Equal Sweetener Pink 100 Packets/Box	1	\$	2.1400	\$	96,986.9400
Food	Bread/Pastries/Cookies	087391087105	Market Square Duplex Crème	6	oz	44,856	Market Square Duplex Crème	6	\$	0.1650	\$	44,407.4400
Food	Candy/Snacks	038445000101	King Nut Peanut Honey Roasted	2.5	oz	44,732	King Nut Peanut Honey Roasted	2.5	\$	0.3040	\$	33,996.3200
Food	Candy/Snacks	087391128295	Corner Stone Peach Rings	3	oz	43,769	Corner Stone Peach Rings	3	\$	0.3287	\$	42,897.9989
Food	Meats/Beans	037600190871	Normal Spam Singles	2.5	oz	43,503	HEREFORD_MP N READY_BEEF LUNCHE	3.5	\$	0.5429	\$	82,682.2255
Food	Bread/Pastries/Cookies	038000311314	Kellogg's Pop Tart Brown Sugar 2/Pack	3.67	oz	43,466	Kellogg's Pop Tart Brown Sugar 2/Pack	3.67	\$	0.1682	\$	31,297.8672
Food	Candy/Snacks	087391075506	Moon Lodge Roasted Salt Peanut	1.75	oz	42,840	Moon Lodge Roasted Salt Peanut	1.75	\$	0.3600	\$	26,989.2000
Food	Dinner Mixes	087391049364	Valvesta Macaroni & Cheese	3	oz	42,367	Valvesta Macaroni & Cheese	3	\$	0.3800	\$	48,298.3800
Household	Laundry/Cleaning	087391217890	Heritage Laundry Detergent W/Bleach	14.4	oz	42,069	Heritage Laundry Detergent W/Bleach	14.4	\$	0.0840	\$	50,886.6624
Food	Bread/Pastries/Cookies	087391080793	Market Square Chocolate Cream Cookies	14	oz	42,035	Market Square Chocolate Cream Cookies	14	\$	0.1471	\$	86,566.8790
Food	Candy/Snacks	087391051104	Moon Lodge Stuffed Jal Chips	6	oz	41,850	Moon Lodge Stuffed Jal Chips	6	\$	0.2933	\$	73,647.6300
Food	Candy/Snacks	028400047173	Cheetos Cheese Crunchy	9	oz	40,542	Cheetos Cheese Crunchy	9	\$	0.2556	\$	93,262.8168
Food	Meats/Beans	047500013017	Brigford Pepperoni Sliced	3.5	oz	40,359	Brigford Pepperoni Sliced	3.5	\$	0.8929	\$	93,638.9339
Food	Meats/Beans	087391043864	Fresh Catch Sardines In Hot Tomato Sauce	3.53	oz	40,281	Fresh Catch Sardines In Hot Tomato Sauce	3.53	\$	0.2818	\$	41,481.6652
Food	Condiments/Spices	087391003554	Cactus Annes Jalapenos Sliced	12	oz	39,644	Cactus Annes Jalapenos Sliced	12	\$	0.1325	\$	63,033.9600
Food	Bread/Pastries/Cookies	087391067099	Market Square Cookies Vanilla Cremes	6	oz	39,589	Market Square Cookies Vanilla Cremes	6	\$	0.1600	\$	38,005.4400
Food	Candy/Snacks	087391051128	Moon Lodge Bbq Potato Chips	6	oz	39,585	Moon Lodge Bbq Potato Chips	6	\$	0.2933	\$	69,681.6830
Food	Candy/Snacks	087391127117	Corner Store Starlight Mints	3.75	oz	39,537	Corner Store Starlight Mints	3.75	\$	0.2000	\$	29,652.7500
Food	Bread/Pastries/Cookies	087391060987	Market Square Strawberry Cream Cookie	14	oz	39,067	Market Square Strawberry Cream Cookie	14	\$	0.1657	\$	90,627.6296
Food	Candy/Snacks	038445514066	King Nut Cajun Mix Nuts	3.5	oz	38,597	King Nut Cajun Mix Nuts	3.5	\$	0.2829	\$	38,216.8196
Food	Condiments/Spices	300258109510	Equal Sweetener Blue 115 Packets/Box	1	box	38,490	Equal Sweetener Blue 115 Packets/Box	1	\$	2.1400	\$	82,366.6000
Personal Hygiene	Dental	036005666850	Ultra Bite Toothpaste Advanced Whitening	6	oz	37,070	Ultra Bite Toothpaste Advanced Whitening	6	\$	0.2600	\$	57,829.2000
Food	Bread/Pastries/Cookies	038000310317	Kellogg's Pop Tart Blueberry 2/Pack	3.67	oz	36,788	Kellogg's Pop Tart Blueberry 2/Pack	3.67	\$	0.1935	\$	26,124.8143
Food	Candy/Snacks	087391127262	Sathers Candy Neon Nightcrallers	4	oz	36,607	Sathers Candy Neon Nightcrallers	4	\$	0.2775	\$	40,633.7700
Food	Candy/Snacks	087391125362	The Whole Shabang Potato Chip Xtreme	6	oz	35,693	The Whole Shabang Potato Chip Xtreme	6	\$	0.2933	\$	62,812.5414
Food	Candy/Snacks	087391126031	Golden Valley Snack Crackers	13.7	oz	35,238	Golden Valley Snack Crackers	13.7	\$	0.1994	\$	94,814.1818
Food	Condiments/Spices	087391037320	Mayonnaise - Squeeze bottle	18	oz	35,181	Mayonnaise - Squeeze bottle	18	\$	0.1778	\$	112,593.2724
Food	Meats/Beans	087391126444	Fresh Catch Tuna with Jalapeno	3.53	oz	35,064	Fresh Catch Tuna with Jalapeno	3.53	\$	0.4646	\$	57,539.0632
Food	Frozen Snacks	071007013904	El Monterey Beef & Bean Burrito	5	oz	34,858	El Monterey Beef & Bean Burrito	5	\$	0.3440	\$	59,955.7600
Food	Meats/Beans	717434982848	Hereford Beef Crumbles Seasoned	6	oz	33,502	Hereford Beef Crumbles Seasoned	6	\$	0.5050	\$	101,511.0600
Beverage	Carbonated	639511007292	Days Soda Root Beer	24	oz	33,425	Days Soda Root Beer	24	\$	0.0521	\$	41,794.6200
Personal Hygiene	Deodorant	022200004923	Mennen Speed Stick Ultimate Sport	3	oz	33,205	POWER UP_ANTIPERSPIRANT DEODORA	3	\$	0.8667	\$	86,336.3205
Food	Candy/Snacks	040000000327	Mars M&M Peanut	1.74	oz	32,902	Mars M&M Peanut	1.74	\$	0.8978	\$	49,681.0987
Food	Bread/Pastries/Cookies	087391080748	Market Square Iced Oatmeal Cookies	16	oz	31,865	Market Square Iced Oatmeal Cookies	16	\$	0.1450	\$	73,973.2000
Food	Bread/Pastries/Cookies	087391080731	Market Square Chocolate Chip Cookies	16	oz	31,696	Market Square Chocolate Chip Cookies	16	\$	0.1338	\$	67,633.3888
Personal Hygiene	Soap	06537006242	Freshscent Spring Fresh Bar Soap	5	oz	31,328	Freshscent Spring Fresh Bar Soap	5	\$	0.1640	\$	26,822.8600

Food	Frozen Snacks	031000100100	Banquet Fried Chicken	31,309	oz	Banquet Fried Chicken	31,309	oz	28	\$	0.5093	\$	14.26	\$	446,478.8636
Beverage	Non-carbonated	087361000218	Coffee Crystals Instant	4	oz	Coffee Crystals Instant	31,004	oz	4	\$	0.5250	\$	2.10	\$	65,297.4000
Food	Candy/Snacks	087361127755	Comer Store Gummi Bears	4	oz	Comer Store Gummi Bears	30,763	oz	4	\$	0.2825	\$	1.13	\$	34,762.1900
Food	Meats/Beans	087361125416	Brush Creek Summer Sausage Hot	1,625	oz	Brush Creek Summer Sausage Hot	30,527	oz	1,625	\$	0.5292	\$	0.86	\$	26,251.6837
Food	Candy/Snacks	087361008512	Cactus Annie's Nacho Cheese Tortilla Chip	10	oz	Cactus Annie's Nacho Cheese Tortilla Chip	30,125	oz	10	\$	0.2180	\$	2.18	\$	66,672.5000
Beverage	Non-carbonated	052000324815	Gatorade Cool Blue	20	oz	Gatorade Cool Blue	29,150	oz	20	\$	0.1035	\$	2.07	\$	60,340.5000
Stationary	Writing Supplies	2311	Bic Pen Round Sic	1	ea	Bic Pen Round Sic	28,803	ea	1	\$	0.1500	\$	0.15	\$	4,320.4500
Food	Frozen Snacks	013120012518	Ore Ida Fries Extra Crispy	4.75	oz	Ore Ida Fries Extra Crispy	28,192	oz	4.75	\$	0.5137	\$	2.44	\$	68,790.5944
Food	Candy/Snacks	040000001607	Skittles Candy Original	2.17	oz	Skittles Candy Original	27,987	oz	2.17	\$	0.7973	\$	1.60	\$	44,777.5488
Food	Bread/Pastries/Cookies	085264272226	Cloverhill Cheese Danish Strawberry	4.25	oz	Cloverhill Cheese Danish Strawberry	27,973	oz	4.25	\$	0.2871	\$	1.22	\$	34,131.8553
Food	Bread/Pastries/Cookies	085264311000	Cloverhill Cheese Danish Blueberry	4.25	oz	Cloverhill Cheese Danish Blueberry	27,868	oz	4.25	\$	0.2871	\$	1.22	\$	33,931.8466
Food	Condiments/Spices	087361077562	Jelly - Grapes - Squeeze bottle	20	oz	Jelly - Grapes - Squeeze bottle	27,740	oz	20	\$	0.1590	\$	3.18	\$	89,213.2000
Personal Hygiene	Dental	039000556769	Colgate Toothbrush (Soft)	1	ea	Colgate Toothbrush (Soft)	27,628	ea	1	\$	0.9200	\$	0.82	\$	22,654.9600
Food	Candy/Snacks	021000616909	Velveta Cheese Bar Original	8	oz	Velveta Cheese Bar Original	27,342	oz	8	\$	0.5738	\$	4.59	\$	126,510.7168
Food	Bread	046045073722	Bakeries Bread Sandwich White	24	oz	Bakeries Bread Sandwich White	26,983	oz	14.1	\$	0.1915	\$	2.70	\$	72,858.1475
Food	Meats/Beans	087361017100	Brushy Creek Chili No Beans	11.25	oz	Brushy Creek Chili No Beans	26,928	oz	11.25	\$	0.2364	\$	2.66	\$	71,615.0160
Household	Laundry/Cleaning	087361217883	Heritage Laundry Detergent	14.4	oz	Heritage Laundry Detergent	26,869	oz	14.4	\$	0.0924	\$	1.33	\$	35,790.7334
Food	Candy/Snacks	087361466284	Sathers Candy Vanilla Caramels	3	oz	Sathers Candy Vanilla Caramels	26,649	oz	3	\$	0.2800	\$	0.84	\$	23,365.1600
Food	Bread/Pastries/Cookies	085264341007	Cloverhill Cheese Danish Apple	4.25	oz	Cloverhill Cheese Danish Apple	26,630	oz	4.25	\$	0.2871	\$	1.22	\$	32,483.2603
Personal Hygiene	Soap	087361220968	Next1 Soap Cocoa Butter Bar	5	oz	Next1 Soap Cocoa Butter Bar	26,423	oz	5	\$	0.1760	\$	0.88	\$	24,252.2400
Food	Soups	041789002779	Maruchan Ramen Cajun Chicken	3	oz	Maruchan Ramen Cajun Chicken	25,819	oz	3	\$	0.1267	\$	0.38	\$	9,813.8019
Food	Candy/Snacks	087361406072	Comer Stone Sour Fruit Balls	4.25	oz	Comer Stone Sour Fruit Balls	24,938	oz	4.25	\$	0.2662	\$	1.14	\$	28,425.5783
Food	Soups	041789002724	Maruchan Ramen Beef Soup	3	oz	Maruchan Ramen Beef Soup	24,924	oz	3	\$	0.1267	\$	0.38	\$	9,473.6124
Food	Condiments/Spices	087361006004	Hot Sauce Louisiana Style	6	oz	Hot Sauce Louisiana Style	24,818	oz	6	\$	0.1567	\$	0.94	\$	23,333.8836
Beverage	Carbonated	039511007054	Days Soda Ginger Ale	24	oz	Days Soda Ginger Ale	24,328	oz	24	\$	0.0513	\$	1.23	\$	29,652.6336
Food	Candy/Snacks	087361051142	The Whole Shebang Potato Chips Original	6	oz	The Whole Shebang Potato Chips Original	24,318	oz	6	\$	0.2633	\$	1.76	\$	42,786.5762
Food	Bread/Pastries/Cookies	072108010229	Moon Pie Banana Dbl Decker	2.75	oz	Moon Pie Banana Dbl Decker	24,053	oz	2.75	\$	0.2945	\$	0.81	\$	19,479.9234
Food	Candy/Snacks	039000765414	Kellogg Rice Krispie Original	1.3	oz	Kellogg Rice Krispie Original	24,003	oz	1.3	\$	0.6154	\$	0.80	\$	19,202.8901
Food	Condiments/Spices	074680006614	Crowning Touch Dressing Ranch	16	oz	Crowning Touch Dressing Ranch	23,890	oz	16	\$	0.1681	\$	2.69	\$	64,254.5440
Household	Laundry/Cleaning	827854007142	Ajax Dish Liquid Lemon 20/Case	12.4	oz	Ajax Dish Liquid Lemon 20/Case	23,357	oz	12.4	\$	0.1298	\$	1.61	\$	37,593.5586
Beverage	Non-carbonated	850003766485	Hawaiian Punch Berry Blue Typhoon Singles To Go, 8/Box.	0.95	oz	Hawaiian Punch Berry Blue Typhoon Singles	23,257	oz	0.95	\$	0.9283	\$	0.88	\$	20,465.8111
Food	Candy/Snacks	087361009729	Cactus Annie's Corn Chips Regular	13	oz	Cactus Annie's Corn Chips Regular	23,150	oz	13	\$	0.1585	\$	2.06	\$	47,700.5750
Food	Cereal	087361103629	Golden Valley Berries Bunch O'Crunch	20	oz	Golden Valley Berries Bunch O'Crunch	22,890	oz	20	\$	0.1840	\$	3.68	\$	84,235.2000
Food	Candy/Snacks	087361049422	Velveta Necho Cheese Sauce Instant	1.5	oz	Velveta Necho Cheese Sauce Instant	22,879	oz	1.5	\$	0.9200	\$	1.23	\$	28,141.1700
Food	Bread/Pastries/Cookies	030700003438	Schulze & Burch Granola Bar Oat & Honey	0.74	oz	Schulze & Burch Granola Bar Oat & Honey	22,774	oz	0.74	\$	0.9784	\$	0.65	\$	14,803.4644
Food	Candy/Snacks	029200471730	Andy Capp Hot Fries	0.85	oz	Andy Capp Hot Fries	22,526	oz	0.85	\$	0.5529	\$	0.47	\$	10,586.4316
Beverage	Non-carbonated	052000328660	Gatorade Fruit Punch	20	oz	Gatorade Fruit Punch	22,434	oz	20	\$	0.1035	\$	2.07	\$	46,438.3800
Food	Candy/Snacks	040000422068	Mars Milky Way	1.84	oz	Mars Milky Way	22,416	oz	1.84	\$	0.8697	\$	1.58	\$	35,417.4593
Food	Cereal	087361106612	Golden Valley Frosted Flakes	20	oz	Golden Valley Frosted Flakes	22,084	oz	20	\$	0.1840	\$	3.68	\$	81,289.1200
Food	Bread/Pastries/Cookies	085264316401	Cloverhill Cheese Danish Cherry	4.25	oz	Cloverhill Cheese Danish Cherry	22,024	oz	4.25	\$	0.2871	\$	1.22	\$	26,873.1342

Food	Frozen Snacks	0721060352/3	Tony's Deep Dish Pepperoni Pizza	oz	21.971	5.5	\$	0.4891	\$	2.69	\$	59,103,0886
Beverage	Non-carbonated	8500037864/2	Hawaiian Punch Polar Blast, 8/Box.	oz	21.749	0.88	\$	1.0000	\$	0.88	\$	19,136,1200
Food	Candy/Snacks	0873810511/1	Moon Lodge Regular Potato Chips	oz	21.560	6	\$	0.2933	\$	1.76	\$	37,941,2880
Food	Condiments/Spices	0873811286/5	Peanut Butter - Crunchy	oz	21.451	16	\$	0.1631	\$	2.61	\$	55,978,5296
Food	Candy/Snacks	0284003826/3	Doritos Flamin Hot	oz	21.173	7.5	\$	0.3093	\$	2.32	\$	49,116,0668
Food	Frozen Snacks	0436503300/7	Hot Pocket Pepperoni	oz	20.991	4	\$	0.3350	\$	1.34	\$	28,127,9400
Food	Candy/Snacks	0999001009/3	Nestle Butterfinger	oz	20.729	1.9	\$	0.6421	\$	1.22	\$	25,289,1727
Food	Candy/Snacks	0400000031/0	Mars M&M Plain	oz	20.438	1.69	\$	0.9172	\$	1.55	\$	31,680,2899
Food	Frozen Snacks	0428001600/0	Totino Combination Pizza	oz	20.366	10	\$	0.2220	\$	2.20	\$	44,805,2000
Food	Cereal	0873811257/6	Golden Valley Chocolate Frosted Flakes	oz	20.308	20	\$	0.1840	\$	3.68	\$	74,733,4400
Food	Soups	0873810171/5	Brushy Creek Beef Stew	oz	19.845	11.25	\$	0.1876	\$	2.11	\$	41,862,8725
Food	Candy/Snacks	0400000051/8	Starburst Original	oz	19.746	2.07	\$	0.6812	\$	1.41	\$	27,843,5187
Food	Bread/Pastries/Cookies	0873810604/1	Zippy Cakes Glazed Honey Bun	oz	19.470	4.75	\$	0.2695	\$	1.28	\$	24,924,0338
Food	Candy/Snacks	0340000044/09	Hershey Reeses Peanut Butter Cups	oz	19.407	1.6	\$	0.8125	\$	1.30	\$	25,229,1000
Food	Cereal	0873811036/5	Golden Valley Cinnamon Squares Cereal	oz	19.198	20	\$	0.1840	\$	3.68	\$	70,611,8400
Food	Cereal	0873811036/50	Golden Valley Fruit Rolls Cereal	oz	19.071	20	\$	0.1840	\$	3.68	\$	70,181,2800
Food	Candy/Snacks	0787508110/5	Jalapeno Pretzel Pieces Snyder's	oz	18.552	2.25	\$	0.4533	\$	1.02	\$	18,962,4456
Personal Hygiene	Soap	6851700792/8	Freshcent Bar Soap	oz	18.547	1.25	\$	0.1120	\$	0.14	\$	2,586,5600
Food	Bread	04604507376/0	Brno Bakery Wheat Sandwich Bread	oz	18.390	14.1	\$	0.1844	\$	2.60	\$	47,814,7356
Food	Frozen Snacks	0778202994/0	Johnsonville Beef Hot Links	oz	18.390	12	\$	0.5558	\$	6.67	\$	122,653,9440
Beverage	Non-carbonated	07239235192/7	WYler's Iced Tea W/Lemon Singles To Go, 8/Box	oz	18.374	0.4	\$	4.1250	\$	1.65	\$	30,317,1000
Food	Condiments/Spices	01300000124/3	Heinz Tomato Ketchup - Squeeze bottle	oz	18.292	14	\$	0.1450	\$	2.03	\$	37,132,7600
Food	Meats/Beans	0873810171/24	Brushy Creek Chili Hot W/Beans	oz	18.029	11.25	\$	0.1867	\$	2.10	\$	37,967,6609
Food	Meats/Beans	0873810437/8	Fresh Catch Tuna In Water	oz	17.440	4.23	\$	0.9934	\$	2.51	\$	43,775,8301
Health and Beauty	Miscellaneous	0873812195/28	New Day Cotton Swabs 100/Pack	box	17.367	1	\$	1.2000	\$	1.20	\$	20,840,4000
Personal Hygiene	Shampoo/Conditioner	8165500128/5	Alberto Vo5 Shampoo Extra Body	oz	17.264	12.5	\$	0.1248	\$	1.56	\$	26,931,8400
Food	Soups	81003781004/2	Ramen Express Chicken (Kosher/Halal)	oz	17.169	3	\$	0.1267	\$	0.38	\$	6,525,9369
Food	Soups	81003781005/9	Ramen Express Beef (Kosher/Halal)	oz	16.897	3	\$	0.1267	\$	0.38	\$	6,422,5497
Food	Soups	0417890027/17	Maruchan Ramen Chicken Soup Cl	oz	16.862	3	\$	0.1267	\$	0.38	\$	6,409,2462
Food	Frozen Snacks	0445003137/65	Hillshire Farm Beef Smoked Sausage	oz	16.861	13.5	\$	0.9222	\$	7.05	\$	118,884,9917
Food	Cereal	08738110364/3	Golden Valley Honey Nut Toasted Oats	oz	16.815	20	\$	0.1840	\$	3.68	\$	61,879,2000
Food	Condiments/Spices	0873810775/73	Jelly - Strawberry - Squeeze bottle	oz	16.702	20	\$	0.1845	\$	3.69	\$	61,630,3800
Personal Hygiene	Soap	03500014107/1	Fish Spring Soap	oz	16.636	4	\$	0.9875	\$	3.95	\$	65,712,2000
Food	Meats/Beans	04800039724/9	Chicken Of The Sea Light Tuna	oz	16.359	7.1	\$	0.2465	\$	1.75	\$	28,630,7039
Food	Bread/Pastries/Cookies	0873811256/5	Market Square Cookie Chocolate Vanilla Double Stuff	oz	15.614	15.35	\$	0.2221	\$	3.41	\$	53,231,7953
Food	Candy/Snacks	0400000043/56	Twix Cookie Bar	oz	15.525	2.2	\$	0.9364	\$	1.40	\$	21,736,2420
Food	Frozen Snacks	0545001814/54	Ball Park Hillshire Beef Patty	oz	15.313	16.2	\$	0.9549	\$	13.85	\$	212,075,5559
Food	Candy/Snacks	0873810091/05	Cactus Annie's Round Tortilla Chips	oz	14.890	12	\$	0.2642	\$	3.41	\$	50,746,7520
Food	Candy/Snacks	0873810762/99	Cactus Ann Chili Cheese Corn Chips	oz	14.875	12	\$	0.2225	\$	2.67	\$	39,716,2500
Medical	Cod/Battery	6557081283/5	Altra-Salzer Pain Relief Plus Cold 2/Pack	pack	14.608	1	\$	1.2600	\$	1.26	\$	16,656,0600



Beverage	Non-carbonated	087381065668	Paramont Instant Milk Bag.	10	oz	10.052	Paramont Instant Milk Bag.	10	\$	0.3590	\$	3.59	\$	36,194,3600
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**Attachment E2 to**  
**STATE OF OKLAHOMA CONTRACT WITH KEEFE COMMISSARY NETWORK, LLC**  
**RESULTING FROM SOLICITATION NO. EV00000611**  
**KEEFE COMMISSARY NETWORK, LLC**  
**COMMISSARY SERVICES AGREEMENT**

KEEFE COMMISSARY NETWORK, LLC (“Keefe”) is in the business of supplying food and other related commissary items and services to inmate commissary departments of correctional facilities throughout the United States, including the Customer; and,

The Parties wish to enter into a Commissary Services Agreement to facilitate the following services which are detailed herein: the ordering of commissary items by inmates; the operation of and payment for commissary; payments to inmate trust accounts; an inmate package program; transferring funds from inmates’ trust accounts to secure release cards upon their release; vending services; and the operation of a secure inmate tablet program (collectively, “Commissary Services”).

Therefore, in consideration of the mutual promises and conditions herein contained, the Parties agree as follows:

1. **OPERATION OF COMMISSARY BY CUSTOMER.** Customer agrees that during the term of this Agreement, it will, at its own expense: (a) provide personnel to operate the Keefe computer equipment (“Computer Equipment”) and Keefe proprietary software (“Keefe Software”); (b) manage and reconcile the funds in the Inmate Trust Accounts; and (c) deliver the completed commissary orders to the individual inmates.

1.1 **OPERATION OF COMMISSARY BY KEEFE.** Keefe agrees that, on an as-needed basis, it will download all inmate orders for commissary items. Keefe will bag, box, and ship such commissary items to the Customer for distribution to the inmates and invoice Customer for all such purchases in accordance with Section 3.0. In addition, Keefe will keep the Computer Equipment updated with complete information as to commissary items available, pricing, and other terms and conditions of sale.

2. **HARDWARE/SOFTWARE.** During the term of this Agreement, Keefe shall supply Customer with the Computer Equipment and Keefe Software necessary to provide the Commissary Services. Customer agrees to return all Computer Equipment and Keefe Software to Keefe in workable order upon contract termination. Keefe hereby grants to Customer a non-exclusive, royalty-free license to use the Keefe Software during the term of this Agreement. All software supplied by Keefe is proprietary and shall at all times remain the property of Keefe with title and all rights vested in and retained by Keefe. Customer hereby agrees that it will not sublicense, disclose, reproduce, transfer, alter, reverse-engineer, decompile or use the Keefe Software and/or documentation for any purpose, other than those specifically allowed by the terms of this Agreement. All hardware installed by Keefe shall remain the property of Keefe unless otherwise expressly agreed to by the Parties in writing.

3. **PAYMENT.** Keefe will invoice Customer on a weekly basis for all commissary items purchased. Customer shall pay such invoices in accordance with section 5.1(c) of the State's Invoices and Payment terms. Thus, the payment of all fees under the Contract shall be due NET 30 days but shall not be deemed late until 45 days.

4. **COMMISSION.** Customer will be paid a commission for the services to be provided under this Agreement equal to 20% of Adjusted Gross Sales of commissary items. "Adjusted Gross Sales" is defined as gross commissary sales minus the sales of noncommissioned commissary items as listed in Exhibit A of this Agreement. In the event that the inmate's trust account funds available to purchase commissary products are inhibited in any way by a change in policy or law, the commission paid to Customer shall be reduced accordingly by Keefe after negotiation with Customer. Additionally, in the event of material cost changes in federal, state, or local taxes including, but not limited to, social security taxes, unemployment taxes or payroll based taxes or an increase in the minimum wage rate or the implementing regulations or the enactment or application of any "living wage," "prevailing wage," or similar laws by any governmental entity; and/or an increase in employee benefits whether as a result of a change in federal, state, or local laws or a federal, state, or local legislative or regulatory mandate or otherwise, it is agreed that the parties shall adjust the commission paid to Customer to reflect said increases. If other material conditions change due to causes beyond Keefe's control including, but not limited to, a change in the scope of services, menu changes requested by Customer, material decreases in inmate population or changes in federal, state or local standards or regulations or other unforeseen conditions beyond Keefe's control, it is agreed that the parties shall adjust the commission paid to Customer to reflect the impact of the material change in circumstances.

5. **MENU.** Commissary item selection and pricing will be agreed upon by Customer and Keefe. Commissary item menu selection and price adjustments shall be reviewed as needed, but no less than annually, by Keefe. All changes must be approved by Customer.

6. **PAYMENT SERVICES.** Reserved.

7. **RELEASE CARD SERVICES.** Reserved.

8. **PACKAGE PROGRAM.** This Agreement includes Keefe's Access Securepak® Inmate Package Program Service. Keefe shall process and deliver orders placed through its Access Securepak website in accordance to the agreed upon terms of this Oklahoma Statewide Contract. Customer will be paid a commission for this service equal to 20% of all final Securepak sales made on behalf of inmates at Customer's facility minus any sales tax, returns, processing fee, refunds and/or chargebacks resulting from or arising out of the sales. Keefe shall deliver Securepak orders to Customer's facility \_ per \_\_\_\_\_. Customer agrees that Keefe may charge a processing fee for each order which may be amended by Keefe from time to time.

9. **WHOLESALE VENDING PROGRAM.** Reserved.

10. **INMATE VENDING.** Reserved.

11. **SECURE TABLET PROGRAM.** Reserved.

12. **CUSTOMER'S RESPONSIBILITIES.**

- a) Customer shall promptly notify Keefe of any changes in Customer's hardware systems, software or operating procedures that interact in any fashion with Keefe's supplied hardware, software or its operating procedures.
- b) Customer shall not, during the term of this Agreement nor for one (1) year following its termination or expiration, solicit to hire, hire, or contract with any employee or former employee of Keefe, Trinity Services Group, Inc. or any of their parents or subsidiaries, direct or indirect. In the event that Customer breaches its covenant not to hire an employee or former employee, Customer agrees to pay Keefe an amount equal to the annual salary of such employee.
- c) Customer shall fully cooperate and take all actions necessary to allow Keefe to perform the Services in compliance with all applicable federal, state, and local laws or regulations.
- d) Customer represents and warrants that it is lawful in its respective jurisdiction of [County and State] to provide the Services as detailed in this Agreement.

13. **CONSENT.** Where the consent of either party is required, it shall not be unreasonably withheld or delayed.

14. **EXCLUSIVITY.** Customer hereby agrees that Keefe has the right to provide the Commissary Services for Customer.

15. **EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION.** The Parties warrant and represent that they shall comply with all federal, state and local laws as required, including but not limited to, Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans' Readjustment Act of 1974, as amended. The Parties hereby incorporate the requirements of 41 C.F.R. 60-1.4(a)(7), 60-250.5 and 60-741.5, if applicable.

16. **AUTHORITY.** The undersigned representative of each Party warrants that he/she has the full authority to execute this Agreement and bind the Party on whose behalf he/she is executing the Agreement.



**Exhibit A**  
**Noncommissioned Items**

Stamped envelopes

Postage stamps

Indigent Kits

Admission Kits

On-site, special commissary item sales sold by Customer

Refunded items