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**STATE OF OKLAHOMA CONTRACT WITH  
FAMILY AND CHILDREN'S SERVICES**

This State of Oklahoma Contract is entered into between the State of Oklahoma by and through the **Oklahoma Department of Human Services** (“OKDHS” or the “State”) and **Family and Children’s Services** (“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 (“Effective date”). The term of the Contract is from the October 1, 2025, through September 30, 2026, with four one-year options to renew beginning October 1, 2026, with a final Contract end date of September 30, 2030.

**Purpose**

The State is awarding the Contract to Supplier for the provision of **Parenting Inside Out Program** in the designated priority county of **Craig**, as is more particularly described in certain Contract Documents. This Contract Document memorializes the agreement of the parties with respect to terms of the Contract that Supplier is awarded. Supplier is awarded \$550,000.00 per year for performance under the Contract.

In consideration of the foregoing and the mutual promises set forth herein, the receipt and sufficiency of which are acknowledged, the parties agree to the following:

1. The parties agree that Supplier has not yet begun performance of work under the Contract. Issuance of a purchase order is required prior to payment to a Supplier.
2. The Contract includes the following attachments:
  - 2.1. Attachment A, Solicitation EV00000748
  - 2.2. Attachment B, General Terms
  - 2.3. Attachment C, Agency-Specific Terms
  - 2.4. Attachment E, Supplier’s Response to Solicitation EV00000748
  - 2.5. Attachment E-1, Budget
3. The parties additionally agree to the following terms:
  - 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. All representations made by Supplier in response to the Solicitation regarding specifications and requirements are incorporated herein by reference into this Contract.
- 3.3. 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. Payment obligations rest solely with OKDHS. Please send invoices and billing inquiries to the following:

**Oklahoma Department of Human Services**

Sequoyah Memorial Office Building

P.O. Box 25352

Oklahoma City, Oklahoma 73125-0352

[dhsaccountspayable@okdhs.org](mailto:dhsaccountspayable@okdhs.org)

OKDHS attests that any required terms and conditions based on a Federal Award applicable to this Contract are included herein.

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.

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**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 by and through  
OKLAHOMA DEPARTMENT OF HUMAN  
SERVICES:**

  
Oklahoma Human Services

\_\_\_\_\_  
**Authorized Signature**

Lindsey Kanaly

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

Deputy Director

\_\_\_\_\_  
**Title**

02/10/2025

\_\_\_\_\_  
**Date**

**SUPPLIER:**



\_\_\_\_\_  
**Authorized Signature**

Adam Andreassen

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

President and CEO

\_\_\_\_\_  
**Title**

10/02/2025

\_\_\_\_\_  
**Date**

The State Purchasing Director is signing solely to ensure state agency compliance with provisions of the Oklahoma Central Purchasing Act in accordance with 74 O.S. § 85.5 concerning acquisitions by state agencies.

  
Amanda Otis (Oct 2, 2025 10:35:16 CDT)

\_\_\_\_\_  
**Authorized Signature**

Amanda Otis

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

State Purchasing Director

\_\_\_\_\_  
**Title**

02/10/2025

\_\_\_\_\_  
**Date**

# Attachment A

## Solicitation No. EV00000748

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 Human Services (OKDHS) from potential Suppliers to provide a contract for the purchase of Parenting Inside Out Program. The program is an evidence-based, cognitive-behavioral parenting skills training program developed for parents who have a history with the criminal justice system. Additional program requirements included in Attachment A, Appendix 1.

The Contract is awarded on behalf of OKDHS for Parenting Inside Out Program. U Services under this contract may be delivered in up to three (3) of the following five (5) designated priority counties: Craig, Muskogee, Pottawatomie, Oklahoma and Osage. This contract is available for bid by all Oklahoma state agencies and affiliated state entities.

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

- 1.1. The initial Contract term, which begins on the effective date of the Contract or October 1, 2025, whichever occurs latest, and ends September 30, 2026 with (4) one-year options to renew the Contract.

#### 2. Contract Specifications

- 2.1. Certain Contract requirements and terms are attached hereto as Exhibit 1 and incorporated herein.

#### 3. Solicitation Criterion:

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

- i. Mandatory Program Justification
- ii. Organizational Qualifications & Experience
- iii. Performance Measures & Data Collection
- iv. Budget

##### 3.2 Scope and Description:

- i. Exhibits included in PIO bid:
  1. Exhibit 1 SOW (Scope of Work),
  2. Exhibit 2 PIO Mandatory Justifications,
  3. Exhibit 3 PIO Organizational Qualifications,
  4. Exhibit 4 PIO Performance Measures,
  5. Exhibit 5 PIO Budget Template,
  6. Exhibit 6 PIO Bidders Supplement Instructions,
  7. Exhibit 7 PIO Attestations,
  8. Exhibit 8 Financial Capability Certification,
  9. Exhibit 9 Executive Summary Worksheet,
  10. Exhibit 10 Business Reference Worksheet,
  11. Exhibit 11 –3<sup>rd</sup> Party Supplier Info Template, and
  12. Exhibit 12 Offeror Response Worksheet.
  
- ii. All forms are required to be turned in with the response. OKDHS has designated the following five (5) counties for potential funding: Craig, Muskogee, Pottawatomie, Oklahoma and Osage. Out of the five designated counties, OKDHS will award up to three (3) of the five (5) counties, at a maximum amount of \$550,000 per year for up to five (5) years. No more than one (1) proposal will be awarded per county.
  
- iii. Any proposal received for a location other than one of the five (5) designated counties will be determined non-responsive.
  
- iv. Only one submission per county will be accepted per bidder. If a bidder chooses to bid on more than one county, each proposal must be submitted separately. ***Multiple proposals submitted in a single packet will be deemed non-responsive.***
  
- v. Budget shall be proposed using **Exhibit 5: Proposed Budget Template.**
  
- vi. Pricing shall be proposed as follows:
  1. All expenses fall into one of three categories: Labor, Contractual, or Other.
  2. Each line item within the three categories shall be detailed with justification for the expense for each year. Additional instructions are included in the budget tables.
  3. Complete budget table in whole dollar amounts only.
  4. Additional lines may be added as needed, but new categories cannot be added.

**3.3 Executive Summary and Company Information are on Exhibit 9: Bidder response Worksheet, Executive Summary and Company Information.**

**3.4 All Technical responses are on Exhibit 2, Exhibit 3, Exhibit 4, Exhibit 5, Exhibit 7, Exhibit 8, Exhibit 9, Exhibit 10, Exhibit 11 and Exhibit 12.**

**3.5 The response to pricing shall be proposed using Exhibit 5: Proposed Budget Template.**

**3.6 Commitment letters are to be on Exhibit 11: Bidder Reference Worksheet.**

## Exhibit 1

### Scope of Work/ Program Design

- OKDHS desires to replicate the Parenting Inside Out (PIO) model, an evidence-based and empirically tested approach, in up to three (3) of the five (5) priority counties. Suppliers must propose program delivery in only one of the designated counties to ensure proper alignment between the model and population needs.
- PIO County Options:
  - **Craig County**
    - OKCC Vinita
  - **Muskogee County**
    - Dr. Eddie Warrior Correctional Facility
    - Jess Dunn Correctional Center
  - **Pottawatomie County:**
    - Mabel Basset Correctional Center
  - **Oklahoma County**
    - Clara Waters Correctional Facility
  - **Osage County:**
    - Dick Conner's Correctional Center

The following elements are part of a successful Parenting Inside Out Program (Supplier) as tested by OKDHS in two communities. Prior to agreeing to the attestation of this Scope of Work in Exhibit 7, Supplier should review the PIO Model (Appendix 1 Section 1) to ensure Supplier readiness and ability to provide the PIO service model. This information is provided to assist Suppliers in providing a successful and quality program.

PIO programs will serve as a vital community resource and family-strengthening program by providing skills, resources, and connections for parents who need intensive supports to improve self-sufficiency and contribute to child well-being outcomes. Because OKDHS is providing funding for this service, there will be no cost to participants for participation. In addition, Suppliers receiving this funding shall share a common strategy of service delivery with support from the Familyhood Training and Technical Assistance (TTA) provider. The TTA team will provide evidenced-based training and support to all Suppliers to ensure consistency and ***fidelity*** across PIO operations.

#### **PIO PROGRAM PRIORITIES**

Through PIO services, OKDHS aims to address the following priorities:

- Equip vulnerable Oklahomans with a unique combination of parenting, healthy relationships, fatherhood, and other supportive services
- Provide workshop-based services, complemented by individualized wraparound supports for barrier reduction, goal planning, and reinforcement/application of critical concepts
- Highlight the importance of guiding participants towards training opportunities and employment initiatives that enhance self-sufficiency and contribute to the formation or sustainability of strong, healthy families, such as those available through Work Ready Oklahoma Centers, where applicable.

## **LOCAL CONTRIBUTIONS, INNOVATION, AND SHARED LEARNING**

OKDHS has adopted the PIO Program Model as described below and seeks Suppliers that shall implement the model with *fidelity*. At the same time, OKDHS looks forward to local innovation, peer sharing, and quality implementation that will produce good results with criminal justice and system-involved families.

### **PIO PROGRAM PLANS/OBJECTIVES**

- Commit to serve criminal justice and system-involved families who often face barriers and challenges that cause them to miss opportunities to achieve family success.
- Engage community organizations in broad replication to bring evidence based and comprehensive solutions to criminal justice and system-involved families.
- Encourage the formation and maintenance of healthy families by ensuring access to community supports to encourage quality employment through employment services such as Work Ready Oklahoma when appropriate and possible.

### **Program Options: Prison options-Performance metrics**

#### **Prison Option:**

#### **Primary County (Craig, Muskogee, Pottawatomie, Oklahoma, Osage) Target Numbers Per Site**

To calculate the target attainment for your program, follow these steps:

1. **Determine Classroom Capacity at Facility X:** This is the number of participants that each cohort/workshop can accommodate.
2. **Calculate the Number of Cohorts/Workshops the Facility Can Offer Annually:** Consider the program duration (e.g., 8 weeks). Calculate how many cohorts/workshops can be offered in a full calendar year, given the time constraints (e.g., if a workshop runs for 8 weeks, how many 8-week sessions can be offered in 12 months?).

3. **Calculate Total Number of Participants for Year 1:** Multiply the number of cohorts/workshops by the classroom capacity (number of participants per cohort/workshop) to get the total number of potential participants served.
4. **Reduce the total number by 20%** to get your performance target for the first year. This adjustment reflects a starting point that accounts for program ramp-up or other factors.
5. **Increase by 5% Annually from Year 2 to Year 5:** Starting from Year 2, each program is expected to increase its total number of participants by 5% every year relative to the previous year.
6. **Program Completion Requirement:** At least 85% of participants should successfully complete the program.

*Note: Completion of the program is 85% of the program or higher.*

### EXAMPLE CALCULATION

7. **Classroom Capacity:** 20 students per cohort/workshop
8. **Program Duration:** 8 weeks per cohort/workshop
9. **Number of Cohorts per Year:** Since each cohort is 8 weeks long, and there are 52 weeks in a year, you can feasibly offer 6 cohorts per year (52 weeks ÷ 8 weeks = 6.5, rounded down to 6 to account for holidays and breaks).
10. **Total Participants in Year 1:** 6 cohorts × 20 students per cohort = 120 participants
11. **Reduce by 20%:** 120 × .8 = 96 Participants for Year 1

### Annual Growth (5% increase each year)

- **Year 1:** 96 participants
- **Year 2:** 101 participants
- **Year 3:** 106 participants
- **Year 4:** 111 participants
- **Year 5:** 117 participants

### - PIO PROGRAM ASSETS/EXPECTATIONS

#### Oklahoma Department of Human Services agrees to provide:

- Evidence-based program model, Parenting Inside Out
- Centralized curriculum training to equip providers
- Training and Technical Assistance to ensure effective program launch and ongoing success
- Agency commitment by DOC for institutional access and support of implementation processes and expedited volunteer training requirements

#### Suppliers agrees to provide:

- Adequate facilities for service implementation
- Qualified and dedicated staff to meet the requirements of the contract and adhere to program model
- Established local relationships with organizations serving target populations

Expectations:

- Maintain fidelity to the program model, including all components of the program model
- Incorporate fidelity and/or other required materials
- Purchase required materials and/or licenses, as dictated by program model and curriculum developer

## REQUIRED PROGRAM SERVICES/COMPONENTS

- **Recruitment/Intake:** Participation in the PIO program is voluntary and offered free of charge to all participants. Suppliers are responsible for planning and implementing effective strategies to recruit participants, engage them throughout the program, and ensure their retention until individual goals are achieved. Recruitment efforts should highlight the program's practical benefits, including the opportunity to earn up to 30 credit hours (upon program completion), which can support participants in successfully reintegrating into their family and community roles.
- Suppliers may deploy varied strategies such as collaboration with local OKDHS agencies and community partners, informational events, local marketing efforts and other methods and approaches.
- The supplier is required to exclusively use Familyhood (FH)-branded materials provided by OKDHS for all recruitment activities under this contract. These materials are designed to align with the PIO model and must be utilized to ensure consistency, fidelity to the program's objectives, and adherence to the standards established.
- **Group Workshops:** The Supplier shall deliver approved evidence-informed workshops at regular intervals, ensuring the frequency is adequate to achieve the annual participation goals and completion rates for participants.
- Local facilitators must utilize well-honed presentation skills, quality facilitation expertise and a dedication to offering curricula content with fidelity.
- **Case Management/Coaching:** Suppliers will assist participants in skill development/application, barrier reduction, accountability for ongoing participation, and referrals to needed services. OKDHS will provide system wide training to apply coaching best-practices over the life of this contract.
- **Participant Supports and Program Supports:** Suppliers will operate according to one of the two (2) chosen-PIO models, providing customized resources to address a specific life barrier or need. These barriers may be addressed by Supplier as consistent with guidelines provided by OKDHS.

- Suppliers will work with participants to identify and remove barriers to program participation by providing access to transportation, snacks, and other resources as allowable and authorized through the approved program budget.
- While program supports are allowable expenditures, the Supplier must ensure the program supports will be provided on an **as needed basis and not on a cycle of meeting an ongoing** basic daily need, which is unallowable by this federal funding source. (Basic daily needs include, but not limited to daily meals, ongoing housing and utility needs that exceed one time assistance)

**Reporting/Performance Measures:** The Supplier will collect and report data and other program information in the ERGO system, as required and supported by OKDHS and the TTA provider.

## **STATE AND LOCAL PARTNERSHIP MANAGEMENT**

Engagement with Statewide OKDHS Initiatives:

- Engage with local Work Ready Center for reciprocal referrals and other partnership opportunities when appropriate.
- Register the PIO program service information on the Be A Neighbor website at <https://beaneighbor.ok.gov/s/>
- Collaborate with other OKDHS Familyhood services as available in local communities to provide families with the greatest access to family strengthening supports.

## **PLANNING/ PROGRAM LAUNCH PERIOD**

Suppliers will be provided a six (6) month planning period to hire staff, secure and equip locations, participate in centralized staff, and model trainings, fully engage partners, and finalize implementation plans. Suppliers will engage in webinars, in-person meetings, and one-on-one consultation with OKDHS and its TTA provider during this time. This period should also be used to build an active partnership between PIO staff and the local OKDHS staff. The planning period is followed by a six (6) month service launch period where services will begin being delivered by local centers per this contract agreement.

## **PIO PROGRAM COMPONENTS**

Facilities, Furnishings and Equipment (FF&E) Planning

- Security for staff and participant safety shall be addressed in the plan based on local community requirements or specific facility parameters.

## **MANAGEMENT AND STAFFING**

### **Staff Roles and Responsibilities**

The proposal shall identify at least four anticipated hires in the following critical roles and indicate plans to expand staff structure to meet the size and scope of the program model throughout the planning period. The Suppliers may adjust the responsibilities between positions to best match personnel skills and expertise, but key functions should be accounted for in the employee mix:

- Program Director

- Responsible for the success of the program, serves as the point of contact with OKDHS on the contract, and oversees staff, outputs, and program/contract outcomes

- This full time professional will build strong local relationships with local OKDHS staff, community providers and partners, serving as outreach lead

- The Director will participate in OKDHS statewide and TTA activities as required by OKDHS and will ensure strict adherence to the PIO Program Model curriculum.

- Maintain and analyze accurate workshop data, including attendance rosters and other required reporting documentation, and ensure information is properly recorded and communicated to OKDHS and the TTA team.

- Program Director shall be budgeted for and spend 75% of his/her time to this project the first year. In subsequent years, if the Supplier is meeting or exceeding performance expectations, level of effort may be reduced in consultation with OKDHS. Reduced level of effort must remain at minimum of 50%. In the event Supplier falls below performance expectations, the Project Director will return to the 75%-time allocation.

- Programs shall also incorporate and establish the following positions. An example of positions and time allocations to assist Suppliers in building a program ensuring optimal success is included below.

<b>Program Position</b>	<b>% Time</b>
Program Director	75%
Program Manager	75%
Family Preservation Specialist/ Educator	100%
Family Preservation Specialist/ Educator	100%
Family Preservation Specialist / Educator	100%
Family Preservation Specialist / Educator	50%
Admin/ Data	15%
Fiscal Manager	5%
<b>** Additional Full-time/ Part-time support staff as deemed necessary to implement the model.</b>	
<b>** FPS Educators cover case management, coaching and facilitation.</b>	

## **BRANDING & STRATEGIC COMMUNICATIONS PLANNING**

- Statewide communication and messaging about PIO are managed by the OKDHS/ TTA team.
- Suppliers will manage their local marketing and outreach needs, using resource templates and brand guidance provided by OKDHS/ TTA team for consistency.
- Local marketing and communications materials will be shared through ergo, the TTA portal.
- Suppliers will share information about their successes and challenges through the ergo, TTA portal. The TTA provider will ensure cross-collaboration and communication as beneficial to local communities.

- Supplier should budget for startup communication collateral costs, local ongoing marketing and advertising expenses, signage, launch events, and community partner engagement activities.

**END OF DOCUMENT: EXHIBIT 1**

# Appendix 1

## Section I

### Parenting Inside Out (PIO)

#### Program Model

##### Program Summary:

The Parenting Inside Out® program is an evidence-based, cognitive-behavioral parenting skills training program developed for parents who have a history with the criminal justice system. Central to PIO is the Parent Management Training that includes communication, problem-solving, monitoring, positive reinforcement, and non-violent discipline techniques. According to its developers, PIO was developed with input from incarcerated persons and their families to ensure that the curriculum reflected the perspectives of people with lived experience and expertise. There are four versions of PIO, and each has its own associated dosage and duration. **The model being used for the purpose of this RFP is limited to the prison model.**

##### Target Population:

Criminal justice and systems-involved parents of children ages 0-19 who may be currently exhibiting behavioral problems or at risk for behavioral problems.

##### Program Goals:

- Improve prosocial functioning
- Decrease antisocial behavior
- Learn skills to communicate positively and effectively with the caregivers of their children and other involved adults about the well-being of their children and family
- Learn skills to effectively parent their children while incarcerated and when they are released
- Learn how to help their child have a healthy adjustment to having them back in their lives
- Learn skills that prevent their child's problem behavior
- Learn skills on how to increase their child's resiliency

##### Essential Components/Workshop Topics:

- Communication skills
- Problem solving skills
- Emotion regulation (anger management)
- Child development
- Nurturing children through reading and play
- Family dynamics
- Giving effective directions and using positive reinforcement
- Child guidance and non-violent discipline techniques
- Adult development and the parenting role
- Transition planning and family reintegration

## **Program Delivery:**

PIO provides services to parents to address the following family contexts:

- Parents separated from their child due to involvement in the justice system (including being in prison, in jail, on parole or probation).
- Parents with open child welfare cases
- Parents of a child at risk for developing disruptive behavior problems
- Parents of children undergoing a significant family transition

## **Services Provided:**

- Parenting classes
- Case management
- Resource connection/referrals
- Program support
- Optional caregiver workshops

## **\*Supplemental Supports**

- Family contact visits for incarcerated participant
- Caregiver support groups

Recommended Intensity: Each group session is 2.0-2.5 hours long

Recommended Duration: The duration of PIO for the prison setting is 60-90 hours depending upon the setting of the program ranging from 10 weeks to 14 months.

## **Prison Workshop Formats:**

### **OPTION 1: PIO-60 Hours**

- 30 - 2-hour lessons
  - 10 weeks (3 classes/week)
  - 14 weeks (2 classes/week)

### **OPTION 2: PIO-90 Hours**

- 36 – 2.5-hour lessons
  - 12 weeks (3 classes/week)
  - 12 Weeks (2 classes/week)

Delivery Settings: Services to be provided by a community-based agency and presented in a prison setting. Providing separate cohorts for English and Spanish.

Languages: PIO has materials available in English and Spanish

Resources Needed to Run the Program: Workshop space, curriculum delivery/activity supplies, copies of parent handouts/worksheets, PIO example videos and equipment to play the videos.

\*Staffing considerations: At a minimum, PIO requires a workshop facilitator known as a Parenting Instructor or Coach. It is recommended that these staff positions be filled by people who have at least a bachelor's degree in human development, child development, social work, or a related field. Some programs utilize persons with lived experience or former PIO participants as Parenting Instructors because of their ability to relate to current participants. Organizational resources and capacity should inform the number of Parenting Instructors assigned to each cohort of participants. Organizational resources and capacity should also inform whether the roles of a Parenting Instructor and Case Manager are fulfilled by different staff members or whether the same person can fulfill both roles simultaneously.

\*Program supports: If family visits are included in the program, providing gas cards or gift cards to offset the costs associated with the visits. Also, consider securing collaborative partnerships with organizations that can identify, and support justice involved families such as detention offices, attorneys, and the Oklahoma Commission on Children and Youth (OCCY).

### **Manuals and Training:**

Program manuals:

- Parenting Inside Out for Prison Settings

Training:

Becoming a certified PIO coach requires completion of a 12-hour training program and is part of a full program implementation that includes a usage contract and fee. The training is interactive and can be delivered virtually or in-person\*. The 12 hours of training occur over a 3-day period and includes content delivery, skill building activities, and teach-back opportunities. Upon completion of the 12-hours of training, each Parenting Instructor/Coach is certified to facilitate all versions of the PIO curriculum. PIO also offers on-going support and TA around facilitation best practices and navigating challenges, in addition to annual curriculum booster training. According to the developers, this training and support model best prepares coaches to deliver PIO with high fidelity.

\* If 25 or more attendees are being trained together, the curriculum developer recommends customizing the training for that cohort and for the training to be completed in person.

Training Contact:

Ara Aguirre, Program Manager  
The Pathfinder Network  
[pio@thepathfindernetwork.org](mailto:pio@thepathfindernetwork.org)  
(971) 806-0032

### **Supporting Evidence:**

The PIO program has been rigorously evaluated in a longitudinal randomized controlled trial as a part of The Parent Child Study conducted by the Oregon Social Learning Center through a grant from the National Institute of Mental Health and additional finding from the Edna McConnell Clark Foundation. The study enrolled 359 men and women who were incarcerated throughout the Oregon Department of Corrections' institutions. To be eligible for the study, participants not only had to be incarcerated, but they also had to have children between 3 and 11 years old, had some role in parenting their children in the past and expected to return to that role in the future.

The data were collected from the incarcerated parents, children, caregivers, the children's teachers, as well as source documents from school, courts, and the department of corrections. There were four data collection waves including pre-intervention, during the intervention, post intervention and a one year follow up. Analyses included hierarchical linear modeling which allowed the researchers to control for (hold constant) the participants' clustering by prison and cohort. Below is a summary of some of the key findings.

- *Reduced Recidivism:* At one year post release, PIO participants in the study were less likely to have been rearrested (32% to 41%) and less likely to report having been involved in criminal behavior (29% reduction compared to controls).
- *Better Parental Participation:* Participants of the program reported more total family contact, were more likely to be involved in the lives of their children, were more likely to use positive reinforcement, and had lower parental stress scores than their peers who did not participate in the PIO program.
- *Better Attitude:* Parenting Inside Out participants showed a dramatic reduction in depression (measured by the CES-D) when compared with their control group peers. In addition, the class significantly raised their prison adjustment scores as compared to the control group.
- *Reduced Substance Abuse:* Following release, participants of the program reported substantially less substance abuse (1.6 times less likely than controls) than their peers who did not take Parenting Inside Out classes while incarcerated.

As a result of the evidence supporting PIO's effectiveness, it has been reviewed by the Substance Abuse and Mental Health Services Administration (SAMSHA) and appears on the National Registry of Evidence-based Programs and Practices (NREPP). It is the highest rated evidence-based parenting program developed specifically for incarcerated and criminal justice involved parents.

#### **Other Relevant Research References:**

Borja, S., Nurius, P., & Eddy, J. M. (2015). Adversity across the life course of incarcerated parents: Gender differences. *Journal of Forensic Social Work, 5*(1-3), 167-185.

Burraston, B. O., & Eddy, J. M. (2017). The moderating effect of living with a child before incarceration on post release outcomes related to a prison-based parent management training program. *Smith College Studies in Social Work, 87*(1), 94-111.

Eddy, J. M., Martinez, C. R., & Burraston, B. (2013). A randomized controlled trial of a parent management training program for incarcerated parents: Proximal impacts. *Monographs of the Society for Research in Child Development, 78*(3), 75-93.

Eddy, J. M., Martinez, C. R., Burraston, B. O., Herrera, D., Newton, R. M. (2022). A randomized controlled trial of a Parent Management Training program for incarcerated parents: Post-release outcomes. *International Journal of Environmental Research and Public Health*, *19*, 4605.

Kjellstrand, J. M., Cearley, J., Eddy, J. M., Foney, D., & Martinez Jr, C. R. (2012). Characteristics of incarcerated fathers and mothers: Implications for preventive interventions targeting children and families. *Children and Youth Services Review*, *34*(12), 2409–2415.

## Section II

### PIO Definitions

**Letters of Commitment:** A letter of commitment indicates the community partners intention to provide active support to the Supplier operating the PIO model. Each letter of commitment shall clearly outline roles and responsibilities of the partner and is signed by the organizations official that has the authority to make commitments.

**Fidelity:** accuracy in details, exactness. The PIO curriculum and model are to be used exactly as written, with no deviation from the provided curriculum model.

**Participant Supports:** Items provided to the adult PIO participant to successfully complete the program such as curriculum delivery including worksheets, parent/child visitation facilitation, and other allowable items.

**Program Supports:** Items intended to facilitate and enhance the involvement of both the participant and child in the PIO program. This support may include gas cards for caregivers to transport children to PIO visits, along with age-appropriate entertainment and educational materials such as toys, games sports equipment, and supplies like notebooks, crayons, and puzzles and snacks for PIO visiting children. Furthermore, new items of this kind may be provided for the PIO parent to offer as gifts during special occasions like birthdays and Christmas.

**Target Population:** Criminal justice and systems-involved parents of children ages 0-19 who may be currently exhibiting behavioral problems or at risk for behavioral problems.





# Amendment of Solicitation

Date of Issuance: 07/17/2025

Solicitation No. EV00000748

Requisition No. 8300030042

Amendment No. 1

Hour and date specified for receipt of offers is changed:  No  Yes, to: \_\_\_\_\_ CST

Pursuant to OAC 260:115-7-30(d), this document shall serve as official notice of amendment to the solicitation identified above. Such notice is being provided to all suppliers to which the original solicitation was sent.

Suppliers submitting bids or quotations shall acknowledge receipt of this solicitation amendment prior to the hour and date specified in the solicitation as follows:

- (1) Sign and return a copy of this amendment with the solicitation response being submitted; or,
- (2) If the supplier has already submitted a response, this acknowledgement must be signed and returned prior to the solicitation deadline. All amendment acknowledgements submitted separately shall have the solicitation number and bid opening date printed clearly in the subject line of the email.

**RETURN TO:** [Supplier Portal \(oklahoma.gov\)](http://Supplier Portal (oklahoma.gov))

Samantha Fox  
Contracting Officer

405-522-6266  
Phone Number

Samantha.fox@omes.ok.gov  
E-Mail Address

### Description of Amendment:

a. This is to incorporate the following:

On behalf of the State of Oklahoma, the Office of Management and Enterprise Services (OMES) gives notice of the following questions concerning this solicitation, received during the Q&A period, which closed on 07/14/2025. All questions and procurement/agency responses are detailed below:

- 1. The materials for classes will be printed in English and Spanish, and the materials mention providing those classes in separate cohorts. As we are planning our staffing needs, we were wondering if we are required to provide a Spanish cohort, or if that is recommended? **Yes, it should be presented in both English and Spanish.**
- 2. Regarding the Program Director and Program Manager, we are planning on submitting bids for two separate counties. We were unsure if each bid needed to identify a separate person as the Program director or if we could bid with the same Program Director over both counties. **The Program Director must be budgeted 75% of his/her time to the program so they would not be able to share a Program Director between two counties.**
- 3. We were unsure about the qualification requirements for the Program Director and Program Manager. Mainly, we noticed the bid information mentions a preference for a Bachelor's Degree, but also a preference for those with lived experiences. We were wondering if a sufficient combination of lived and work experience would suffice, or if these positions were required to have a Bachelor's Degree or higher? **A combination of work experience and education is sufficient.**
- 4. **Reference:** Exhibit 1. Page 1: Craig County – OKCC Vinita  
**Question:** Does OKCC Vinita refer to the Northeast Oklahoma Community Corrections Center in Vinita, Oklahoma? If it does NOT, what does this refer to? **That is correct.**

5. **Reference:** Exhibit 1. Page 1

**Question:** Only prisons are listed as locations for PIO services. Will any city/county jails also be included? If yes, please advise which city/county jails are included. **This model is only for prisons.**

b. All other terms and conditions remain unchanged.

07 / 17 / 2025

Family & Children's Services

Supplier Company Name (**PRINT**)

Date

Adam Andreassen, PsyD

President and CEO

Authorized Representative Name (**PRINT**)

Title

Authorized Representative Signature



## ATTACHMENT B

### STATE OF OKLAHOMA GENERAL TERMS

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

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** The State may extend the Contract for ninety (90) days beyond a final renewal term at the Contract compensation rate for the extended period. If the State exercises such option to extend ninety (90) days, the State shall notify the Supplier in writing prior to Contract end date. The State, at its sole option and to the extent allowable by law, may choose to exercise subsequent ninety (90) day extensions at the Contract

pricing rate, to facilitate the finalization of related terms and conditions of a new award or as needed for transition to a new Supplier.

- 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 and Order of Priority**

- 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 the Contract is effective.

- 2.2 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 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 or applicable law;
- F. any statement of work, work order, or other mutually agreed Contract documents.

- 2.3 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.

- 2.4 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 and information 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. If Supplier is acting as a reseller, any third-party terms provided are also subject to the foregoing.
- 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 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:

- 4.1 **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.
- 4.2 **Amendment** means a mutually executed, written modification to a Contract document.
- 4.3 **Bid** means an offer a Bidder submits in response to the Solicitation.
- 4.4 **Bidder** means an individual or business entity that submits a Bid in response to the Solicitation.
- 4.5 **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.
- 4.6 **Customer** means the governmental entity receiving goods or services contemplated by the Contract.
- 4.7 **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.
- 4.8 **Destination** means delivered to the receiving dock or other point specified in the applicable Contract document.
- 4.9 **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.

- 4.10 Indemnified Parties** means the State and Customer and/or its officers, directors, agents, employees, representatives, contractors, assignees, and designees thereof.
- 4.11 Inspection** means examining and testing an Acquisition (including, when appropriate, raw materials, components, and intermediate assemblies) to determine whether the Acquisition meets Contract requirements.
- 4.12 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.
- 4.13 OAC** means the Oklahoma Administrative Code.
- 4.14 OMES** means the Office of Management and Enterprise Services.
- 4.15 Solicitation** means the document inviting Bids for the Acquisition referenced in the Contract and any amendments thereto.
- 4.16 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.
- 4.17 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.
- 4.18 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.
- 4.19 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.
- 4.20 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.

## **5 Pricing**

- 5.1** 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.
- 5.2** Pursuant to 74 O. S. § 85.40, all travel expenses of Supplier must be included in the total Acquisition price.
- 5.3** 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.

## **6 Ordering, Inspection, and Acceptance**

**6.1** 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.

**6.2** 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.

**6.3** 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.

- 6.4** 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.

## **7 Invoices and Payment**

- 7.1** 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.

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 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. Supplier shall have no right of setoff.
- G. 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.
- H. The Supplier shall accept payment by Purchase Card as allowed by Oklahoma law.

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

**8.1** 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 a limit of not less than \$5,000,000 per occurrence; and
- E. Additional coverage required in writing in connection with a particular Acquisition.

**8.2** 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 Supplier's 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, Supplier's 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.

**8.3** 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.

## 9 Compliance With Applicable Laws

- 9.1 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 2 C.F.R. part 376 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, and Americans with Disabilities Act of 1990;
  - 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 [e-verify.gov](http://e-verify.gov).

- 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.
- 9.2** 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 [e-verify.gov](http://e-verify.gov). Supplier is responsible for reviewing and relaying such policies covering the above to the Supplier's employees, agents and subcontractors.
- 9.3** At no additional cost to Customer, the Supplier shall maintain all applicable licenses and permits required in association with its obligations under the Contract.
- 9.4** In addition to compliance under subsection 9.1 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.
- 9.5** 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.
- 9.6** 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.

- 9.7** 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.
- 9.8** 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.
- 9.9** 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.
- 9.10** 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.

## **10 Audits and Records Clause**

- 10.1** 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. 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.
- 10.2** 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.

- 10.3** 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.

## **11 Confidentiality**

- 11.1** 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.
- 11.2** 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.
- 11.3** 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 reasonably 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.

- 11.4** 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.
- 11.5** 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.
- 11.6** 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.
- 11.7** Customer may be provided access to Supplier's 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 Contract.

- 11.8** 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 the Supplier.

## **12 Conflict of Interest**

In addition to any requirement of law or of a professional code of ethics or conduct, the Supplier, its employees, agents and subcontractors 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.

## **13 Assignment and Permitted Subcontractors**

- 13.1** 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.

- 13.2** 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.

- 13.3** 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.
- 13.4** All payments under the Contract shall be made directly to the Supplier, except as provided in 13.1 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.
- 13.5** 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.

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

Prior to the commencement of any services, background checks and criminal history investigations of the Supplier's employees and subcontractors who will be providing services may be required and, if so, the required information shall be provided to the State in a timely manner. 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 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 service.

## **15 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.

## **16 Indemnification**

### **16.1 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.

## **16.2 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.

## **16.3 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.

#### **16.4 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, 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.

#### **16.5 Coordination of Defense**

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.

#### **16.6 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.

## **17 Termination for Funding Insufficiency**

- 17.1 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.
  
- 17.2 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 Contract or certain obligations are terminated shall be refunded.

**17.3** 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.

## **18 Termination for Cause**

**18.1** 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.

**18.2** 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.

**18.3** 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-days notice under this section.

**18.4** 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.

- 18.5** 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.

## **19 Termination for Convenience**

- 19.1** 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.
- 19.2** 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 nor 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.

## **20 Suspension of Supplier**

**20.1** 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.

**20.2** 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.

**20.3** 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 a resumption will occur.

## **21 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.

## **22 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.

## **23 Force Majeure**

**23.1** 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.

**23.2** 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.

**23.3** 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.

## **24 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.

## **25 Notices**

All notices, approvals or requests allowed or required by the terms of any Contract document 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. 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 physical address set forth below. Notice information may be updated in writing to the other party as necessary. Notwithstanding any other provision of the Contract, confidentiality, breach and termination-related notices shall not be delivered solely via e-mail.

### **If Sent to the State:**

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

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

OMES Central Purchasing, Attn: Deputy General Counsel, 2401 N. Lincoln Blvd., Second Floor Oklahoma City, OK 73105

## **26 Miscellaneous**

### **26.1 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 without regard to application of choice of law principles. Pursuant to 74 O.S. § 85.7(F), where federal granted funds

are involved, applicable federal laws, rules and regulations shall govern to the extent necessary to insure benefit of such federal funds to the State. 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.

## **26.2 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.

## **26.3 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.

## **26.4 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.

## **26.5 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. 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.

## **26.6 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.

## **26.7 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.

### **26.8 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.

### **26.9 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.

### **26.10 Section Headings**

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

### **26.11 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.

### **26.12 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.

### **26.13 Entire Agreement**

The Contract documents taken together as a whole constitute the entire agreement between the parties. 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 representations and certifications, including any completed electronically, are incorporated by reference into the Contract.

### **26.14 Gratuities**

The Contract may be immediately terminated, in whole or in part, by written notice if it is determined that the Supplier, its employee, agent, or another representative 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.

### **26.15 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 C**  
**AGENCY TERMS**  
**SOLICITATION NO. EV00000748**

**1. Additional Contract Requirements**

- 1.1 Invoices shall be submitted monthly utilizing the ergo system and shall be in accordance with the approved budget. Monthly invoices shall identify the purchase order number and month of service and will be accompanied by a standard report that provides information about services delivered. Payments to Supplier will be issued by EFT. If an overpayment or underpayment has been made to Supplier, any subsequent payments to Supplier may be adjusted to the correct account. A written explanation of the adjustment will be issued to the Supplier.
- 1.2 The Supplier agrees that any budget revisions shall be submitted no later than sixty (60) days prior to the end of each annual Contract term.
  - a. Any request to change the budget by moving 19% or less from any of the three budget categories to another budget category must be submitted in writing to OKDHS for written approval. Budget change requests require submission of the Budget Revision form and a narrative describing the requested change.
  - b. Any request to change the budget by moving 20% or more from any of the three budget categories to another budget category must be submitted to OKDHS for formal budget modification. Budget modification requests require submission of the Budget Revision form and narrative of the requested change.
  - c. Any changes to the indirect cost rate will take effect in conjunction with the contract renewal when a Negotiated Indirect Cost Rate Approval (NICRA) is included in the budget.
  - d. Any out-of-state travel must be approved in advance by the OKDHS Contract Monitor.
- 1.3 Per federal requirements where Suppliers/Contractors receive in excess of \$750,000 per year in state and federal funds, these Suppliers/Contractors must have a certified independent audit of their operations related to this contract conducted in accordance with Government Auditing Standards. The financial statements shall be prepared in accordance with Generally Accepted Accounting Principles and the report shall include a Supplementary Schedule of State Awards listing all state revenues and expenditures by contract and a Supplementary schedule of Revenue and Expenditures by function and

funding source. The certified independent audit must cover the period for which the contract was in effect.

- a. A certified public accountant or public accountant who has a valid and current permit to practice accountancy must perform the audit. OKDHS retains the right to approve the selection of and examine the work papers of said auditor. No approval will be withheld unreasonably.
- b. Contractor must submit two copies of the annual audit along with a response to any audit findings and a copy of any management letter received, within 180 calendar days of the conclusion of the Contractor's fiscal year. Reports should be sent to the Internal Audit Administrator, Office of Inspector General, and PO Box 25352, Oklahoma City, Oklahoma 73125
- c. At the request of OKDHS or the Oklahoma State Auditor, Contractor will provide books, records, documents, accounting procedures, practices, or any other item relevant to the contract for examination.

1.4 The Supplier shall work with OKDHS to appropriately spend TANF funds on allowable programs and expenditures. Throughout the contract, the Supplier will be responsible for:

- a. Meeting with OKDHS Contract Monitor and/or its TTA provider on an as needed basis to review the program budget and discuss the program services being claimed for TANF reimbursement.
- b. Meeting with OKDHS Contract Monitor and/or its TTA provider as needed to discuss any changes in expenditures or reporting.
- c. Working with OKDHS Contract Monitor to define and assist in the implementation of work steps for ensuring that TANF funding is spent in accordance with federal guidelines including 2 CFR Part 200 <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1> and 45 CFR 75.352 <https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-75/subpart-D/subject-group-ECFR8447823477e44a7/section-75.352>.
- d. Purchases of vehicles are disallowed for this contract and shall not be included in budget submission.
- e. Providing access to reporting information for reporting matching and analysis or other activities incidental to carrying out this obligation, as necessary.
- f. Providing accurate and current information on the Supplier expenditures to OKDHS sufficient to complete TANF federal reporting. Forward claiming information within agreed-upon format and time schedule for programs.

- g. Working with OKDHS Contract Monitor to ensure that no expenditures made with federal TANF dollars under this Contract are claimed as federal revenue or state or local match under a federal program other than TANF.
- h. Informing OKDHS Contract Monitor of any substantial change in spending or program administration consistent with the terms of the Contract. Such changes may be related to programmatic modifications or to any other factor that might affect a TANF claim. The Supplier shall inform OKDHS as soon as it becomes aware of the need for a change.
- i. Preparing any agency documents which, in the normal course of business, the Supplier would need to maintain as necessary documentation for internal and external audits. Provide required documentation for any audits or reviews of the projects under this Contract that support OKDHS' responsibilities under this Contract Document.
- j. Registering their organization, programs, and workshops on Be A Neighbor and other service directories.

#### 1.5 Reporting

- a. In the seventh month after initial funding and subsequently monthly thereafter, Supplier will provide OKDHS with a monthly report including demographic and service data and performance metrics as described in Exhibit 4 to support OKDHS in achieving its program goals. Reports will be submitted through ergo.
- b. The monthly report will also document invoices against the projected budget to ensure good fiscal practice.
- c. At the end of the third quarter of each fiscal year, the Supplier will provide an updated budget for the coming fiscal year for consideration by OKDHS. OKDHS will provide guidance for preparation of that budget.
- d. The Supplier understands that the reports are due monthly unless otherwise established by OKDHS in writing. . OKDHS will not make payment installments under this Contract until such reports are received, reviewed, and accepted.

#### 1.6 OKDHS Contract Monitor shall work with Supplier to appropriately spend TANF funds on allowable programs and expenditures. Throughout this contract, OKDHS will be responsible for:

- a. Meeting with Supplier as needed to discuss any changes in expenditures, regulations, and/or reporting.
- b. Ensuring no expenditures reported as federal TANF under this Contract are claimed as federal revenue or state or local match under a federal program other than the TANF program, provided the Supplier fulfilled their

respective responsibilities under this Contract, including, for example, providing accurate

and current expenditure information, current federal match information (in applicable contracts), and program or regulatory changes that may affect any TANF reimbursement claiming.

- c. Meeting with the Supplier as needed to review their annual budget and discuss the program funded with federal TANF dollars.
- d. Providing technical assistance through its provider to ensure that local organizations have the support they need to be successful.
- e. Providing a technology portal for submitting key documents and information to OKDHS for review.

## Exhibit 2

### Mandatory Program Justification

1. Identify the OKDHS Priority County you intend to deliver a Parenting Inside Out (PIO) program services if awarded a contract.

**OKDHS Priority County:** Craig, Muskogee, Pottawatomie, Oklahoma and Osage (Choose ONE)

Craig County

- 2a. Identify the **prison facility(ies)** you intend to provide PIO services in:

Northeast Oklahoma Corrections Center (OKCC) in Vinita, OK

*(Must provide **Letter of Commitment** from Prison Administrator for each prison facility)*

- 2b. Identify which Program format option you will be using (Refer Appendix 1, Section I:

Option 1

Option 2

3. Briefly describe the need for the PIO program model in your selected facility and why your organization is the best fit for leading this program. (Limit 1 page or less)

The Northeast Oklahoma Correctional Center (OKCC) is a minimum-security prison that houses 501 adult male offenders, located in Vinita, OK. Most inmates at the OKCC are incarcerated for non-violent, drug-related crimes. Inmates at the OKCC are provided with routine dental, medical, and mental health services. Additionally, offenders are encouraged to participate in educational programs, which include literacy, adult basic education, and the opportunity to obtain a GED. Religious and self-help services are offered to all inmates through the Chaplain's office, such as Narcotics and/or Alcoholics Anonymous.

Fathers in prison often face significant barriers to maintaining healthy relationships with their children, including physical separation, stigma, and limited access to parenting resources. Parenting classes tailored for incarcerated fathers address these challenges by helping them develop essential skills such as effective communication, emotional regulation, and positive discipline strategies. These programs also promote self-awareness and responsibility, encouraging fathers to reflect on their role in their children's lives and break cycles of generational trauma or criminal behavior.

For many incarcerated men, this may be their first chance at structured parenting education, especially if they lacked positive role models growing up. Parenting classes can strengthen family bonds, reduce recidivism, and improve outcomes for children who are at greater risk of emotional and behavioral issues due to parental incarceration. Additionally, these programs support reentry by equipping fathers with the tools to reintegrate into family life constructively. By investing in parenting education, correctional systems can foster rehabilitation, strengthen family units, and contribute to healthier communities.

Family & Children's Services (FCS) has provided parenting classes to men involved in the criminal justice system through an innovative program, Parenting in Jail (PIJ). Through structured classes, facilitated visitation, and caregiver support services, this program provides incarcerated parents with the tools necessary to foster healthy relationships with their children. Justice-involved parents often lack the resources and opportunities to connect with their children while incarcerated. The PIJ program bridges that gap by offering structured, evidence-based interventions that provide family skills training and facilitated child visitation. The PIJ program aims to reduce the trauma children have experienced due to separation from their incarcerated loved one; support fathers in learning parenting skills and maintaining involvement in their children's lives; connect families to information regarding community resources; teach healthy coping skills for fathers and male caregivers; and improve family relationships.

FCS is pleased that Parenting Inside Out (PIO) has been selected as the evidence-based parenting curriculum, as FCS chose this best-practice model for agency implementation starting in 2017. Staff have provided PIO in multiple jails in Tulsa and contiguous counties. In addition to jail-based services, Women in Recovery (WIR) has utilized the PIO model in its intensive treatment program, which has contributed significantly to successful parent-child reunification. WIR is an intensive outpatient alternative-to-incarceration program offering trauma-informed addiction treatment, mental health support, education, vocational training, and family reunification services. The PIO curriculum will be offered within OKCC, and FCS is the best community-based agency to deliver the program based on over a decade of successful implementation of parenting curriculum.

4. Explain why criminal justice and system-involved individuals will be interested in and comfortable with receiving the identified services from your organization. (Limit 1 page or less).

FCS is a trusted provider with a century-long presence in Oklahoma, delivering high-quality, evidence-based programming across multiple counties to adults, children, and families. With wide name recognition and a reputation for excellence, FCS is well-positioned to offer parenting classes that justice-involved individuals are likely to trust, engage with, and benefit from.

**Evidence-Based and Justice-Informed Curriculum:** FCS delivers PIO – an evidence-based, cognitive-behavioral parenting program designed specifically for justice-involved parents. PIO has been rigorously evaluated and shown to reduce recidivism, improve parent-child relationships, and address mental health challenges, including depression and substance use disorders.

**Established Jail-Based Provider with Local Credibility:** FCS has a proven track record of delivering services inside correctional facilities, including Tulsa County’s David L. Moss Criminal Justice Center and other jails across Northeast Oklahoma. This work builds on the success of WIR, FCS’s nationally recognized alternative to incarceration program. For over 15 years, WIR has provided trauma-informed addiction treatment, mental health services, education, vocational training, and family reunification support for justice-involved women. WIR identified a gap in services during parents’ incarceration and addressed this separation of parents and children through the implementation of parenting classes in carceral settings.

**Tailored for Incarcerated Fathers:** In response to jail administrators and community partner requests, FCS developed a men’s PIJ initiative, recognizing the high population of incarcerated fathers.

**Safe, Structured Peer Learning Environment:** Parenting sessions are conducted in small peer cohorts of 10–15 participants, over 10 weeks (30 sessions). This structured, predictable format fosters a sense of shared experience and support, helping participants overcome stigma, isolation, and disengagement commonly associated with incarceration.

**Tangible Outcomes and Reconnection Opportunities:** Graduates of the program may become eligible for supervised visits, phone calls, or video contact with their children, contingent upon approval from both the caregiver and the court. FCS also facilitates letter writing and other forms of communication between incarcerated parents and their children, reinforcing program content with communication and connections.

**Accessible Community Resources and Information:** FCS provides information to participants and their families regarding a wide array of therapeutic, educational, and social services that support child development, family stability, and long-term well-being. These resources are shared both during and after program participation to ensure families have ongoing access to support.

**No-cost and Services in English and Spanish:** All services are provided at no cost to participants or caregivers, removing financial barriers to access. Instruction and materials are available in both English and Spanish, and FCS will make every attempt to employ bilingual staff for service delivery.

5. Briefly describe where and how your organization will recruit participants and prioritize services for the identified *target population*. (Limit 1 page or less)

FCS and Girl Scouts Beyond Bars (GSBB), will recruit eligible participants using prison records for the PIO program at OKCC, submitting a list for final review by the Warden. Priority depends on classification, behavioral/sanction history, and release dates.

**Recruitment Strategies: DOC Coordination:** FCS will work with the Oklahoma Department of Corrections (DOC), OKCC leadership, and administrative staff to identify incarcerated fathers with minor children. Pre-enrollment screenings will assess eligibility based on behavior records and other relevant criteria. **Onsite Information Sessions:** GSBB and FCS facilitators will host in-facility orientation sessions, providing program details, benefits (e.g., potential for program-facilitated visits, communication opportunities), and enrollment procedures. **Referral Pathways:** Internal referrals will be accepted from reentry coordinators, case managers, chaplains, and other support staff. Inmates may also submit formal interest via the facility's inmate request system. **External Referrals:** Caregivers, probation/parole officers, and community-based service providers (especially those connected through TANF programs) may recommend eligible fathers, especially those preparing for release or reunification. **Flyers & Tablets:** Facility-approved marketing materials will be distributed where allowed and posted on inmate tablets with class times and contact details.

**Service Prioritization Criteria: Active Fathers with Children Under 18:** Preference is given to incarcerated men with current caregiving roles or young children at home, to maximize impact on family reunification and child well-being. **Behavior-Based Eligibility for Visits:** Participants who meet facility safety and behavior standards may earn the opportunity for in-person or virtual child contact, contingent on caregivers and court permissions. **Proximity to Release:** Individuals nearing release or involved in court-supervised diversion will be prioritized to align programming with reentry timelines. **Work Release Coordination:** For participants in OKCC's work release program, employer consent will be obtained to avoid scheduling conflicts with class times. In cases where distance limits the possibility of in-person visits, FCS will work with the Warden and facility staff to coordinate video conferencing opportunities.

**Program Delivery Logistics: Group structure** - The PIJ Program uses the PIO curriculum delivered over 12 sessions within 4-6 weeks, in cohorts of ~10 men. **Adaptation for medium-security context** - Classroom-style sessions held within approved meeting spaces. If participants transfer or are released mid-program, FCS transitions them to community-based or virtual continuation options. **Contact Facilitation & Caregiver Coordination** - FCS and GSBB staff will liaise with children's caregivers and courts to arrange possible visits or letter/phone communication, contingent on permissions and facility policies. **Wraparound Referral Support** - Participants receive connections to FCS's broader services—mental health, substance use counseling, reentry planning, job training, support for caregivers, and SafeCare home visitation upon release.

**Why This Approach Works in Vinita: Local but scalable** - Though based in Tulsa, FCS's reach extends into northeast Oklahoma, allowing expansion into Vinita. **Targeted, justice-informed programming** - By selecting participants who are active fathers and likely to maintain contact, the program aligns with facility and family goals. **Integrated continuum** - FCS ensures that if confinement ends during the course, fathers can continue training and access services in the community.

6. List and describe key county stakeholders and how they will contribute to the ongoing success of the project under your organization's clearly defined leadership. (Limit 1 page or less)

**1. Northeast Oklahoma Correctional Center (OKCC) Administration:** OKCC leadership is central to the project's success. They will approve eligible incarcerated fathers; provide secure classroom space for parenting sessions; support scheduling, room designation, and detention officer staffing coordination as needed; and monitor participant behavior for continued eligibility.

**2. Oklahoma Department of Corrections (ODOC):** As the governing body for OKCC, ODOC provides oversight and approval for the PIO curriculum; systemwide coordination for incarcerated individuals; data-sharing support for program reporting; and potential conference presentations in partnership with participating organizations to share program success, outcomes, and challenges.

**3. Craig County Oklahoma Human Services (OHS):** OHS offers critical family support services and will collaborate with program partners to assist inmates with active child welfare cases in meeting Individualized Service Plan (ISP) requirements; confirm child visitation eligibility and observe site visits; support reunification planning, especially for fathers nearing release; provide access to TANF-supported services and post-release parenting support; and potential conference presentations in partnership with participating organizations to share program success, outcomes, and challenges.

**4. Craig County Health Department/Child Guidance Program:** To assist with reentry and caregiver services, child development, and behavioral health services, they will offer referrals for caregiver support groups and parenting workshops; provide developmental screenings or services for children of incarcerated fathers; and help extend continuity of care from jail into the community.

**5. Cherokee Nation Behavioral Health/Tribal Services:** Given Craig County's high American Indian population, Cherokee Nation stakeholders can refer indigenous participants to culturally aligned services; offer wraparound behavioral health and parenting support post-release; and coordinate with tribal courts and/or family preservation programs, as needed.

**6. Vinita Public Schools and Early Childhood Providers:** Educators and school counselors may identify and refer caregivers affected by parental incarceration; collaborate with caregivers to support children's needs; and encourage communication between fathers and children through letters, drawings, or schoolwork.

**7. Local Reentry and Faith-based Organizations:** Groups like Northeast Oklahoma Community Action Agency, Salvation Army, local churches, and existing community coalitions will provide emotional and spiritual support to incarcerated fathers; help stabilize families with housing, clothing, or other basic needs; and assist with employment and reintegration for fathers after release.

**8. Family & Children's Services (FCS):** FCS will lead program implementation by managing the project with several dedicated full-time staff; implementing the evidence-based PIO curriculum; facilitating coordination with GSBB and ODOC; ensuring data collection, reporting, and grant compliance; and supporting continuity of services from class participation through visitation and caregiver support groups.

7. Briefly describe your organization's commitment to OKDHS Initiatives. (Limit 1 page or less)

**Family & Children's Services (FCS)** has a long-standing, mission-driven commitment to supporting **Oklahoma Department of Human Services (OHS)** initiatives aimed at strengthening families, protecting children, and reducing generational cycles of trauma and poverty. Through collaborative partnerships and aligned service delivery, FCS actively advances OHS priorities across prevention, reunification, and family stability efforts.

FCS plays a vital role in implementing **evidence-based parenting programs**, including those supported by **TANF** funding. These programs—like PIO and SafeCare—are directly aligned with OHS's focus on early intervention, family preservation, and improved parenting capacity. FCS serves both custodial and non-custodial parents, particularly those involved in child welfare, mental health, or criminal justice systems.

As a **Certified Community Behavioral Health Clinic (CCBHC)**, FCS provides integrated care that supports OHS goals around access, coordination, and equity. Services include trauma-informed therapy, substance use treatment, case management, crisis response, and wraparound support for both parents and children. These resources are essential in meeting the complex needs of families referred to or involved with child welfare services. Additionally, FCS provides multiple services throughout the organization with the hope and intent of preventing child welfare involvement.

FCS also partners closely with OHS on **family reunification** efforts. The agency's **Women in Recovery (WIR)** and **Parenting in Jail (PIJ)** programs, for example, offer court-approved parenting education and reunification planning to justice-involved parents. These programs improve parental engagement, reduce recidivism, and increase the likelihood of safe, successful family reunification - outcomes that directly support OHS performance goals. In all efforts, FCS remains a trusted partner in executing and expanding OHS initiatives that build safer, healthier futures for Oklahoma families.

## Exhibit 3

### Organizational Qualifications and Experience

1. Name and contact information of person(s) responsible for fiscal oversight.

- Primary Contact:  
Joy Platt  
VP of Finance  
[jplatt@fcsok.org](mailto:jplatt@fcsok.org)  
g 918-600-3100
- Alternate Contact:  
Jan Dietrich  
Chief Financial  
Officer  
[jdietrich@fcsok.org](mailto:jdietrich@fcsok.org)  
918-600-3825

## 2. Describe the organization's fiscal controls and accountability procedures for program development, implementation, and management. (Limit 1 page or less)

FCS records its accounting records on the accrual basis of accounting in accordance with Generally Accepted Accounting Principles (GAAP). Whenever possible, the authorization, execution, and approval of transaction cycles are segregated amongst employees, or there are sufficient compensating controls. FCS controls are designed to prevent and detect errors. FCS' accounting system and processes are centralized and recorded in the general ledger system, which utilizes fund accounting to track revenue and expenses by fund code. Each grant is assigned a fund code within the system to track related transactions.

When a grant is awarded, the VP of Finance and related programmatic staff review the terms, approved budget, and other requirements for tracking or reporting. Budgets are prepared by the budget team using the terms in the grant award, RFP, or total budgeted dollars by the grantor. Detailed budgets are developed using historical cost trends based on other similar programs and are zero-based. These requirements are then communicated to the appropriate parties within the organization via a routing form.

All deposits are processed by accounting in the central office. The cash receipts assistant prepares the deposit, and checks are deposited electronically. The support for the deposit is given to the Controller for review and approval. Then the Cash Receipts Specialist (CRS) enters the information into the accounting system. A lockbox is used for most checks, and the CRS reviews the bank report and enters the deposit information into the accounting system. At the month's end, the CRS prepares the bank reconciliations that the Controller then reviews.

All invoices are coded by Finance or program administrative staff. All disbursements must be approved by management. Once adequate approval is obtained, checks/ACH are processed. Grant funds are only invoiced on a reimbursement basis. Direct grant expenditures are coded using the grant's fund accounting codes within the system. Expenses that require allocation are assigned according to the appropriate allocation base for the type of service or product provided. These allocations are consistently applied to both grant and non-grant expenditures. All employees enter and approve their timesheets on a bi-weekly basis. The employee's supervisor then approves the timesheet. The payroll department accumulates all the approved timesheets. The payroll system automates all payroll allocations and can only be altered by the payroll department and management with approval. The payroll information is then downloaded from the payroll system and imported into the GL system.

Salary and benefit expenses are reviewed by management. All benefit liability accounts, and salary accruals are reconciled monthly. Any changes to departments (or funds) for payroll must be approved by management and the Finance department. All expenditure records, coding, and approvals are retained in accordance with document retention standards.

Allowable costs, grant budget, and invoiced amounts are reviewed monthly by the VP of Finance before submission to the grantor. Finance maintains records of reporting requirements and deadlines to monitor grant compliance. FCS has an external audit of its financial records annually, including a Single Audit under Uniform Guidance standards for auditing federal awards.

3. Briefly describe the organization's experience, if any, in providing group workshops for adults, delivering a curriculum with fidelity. If the organization has no experience, please describe how your organization will build the capability to deliver quality group-based services. (Limit 1 page or less)

Family & Children's Services (FCS) has extensive experience delivering structured, evidence-based group workshops and training for adults, with a strong focus on curriculum fidelity, participant engagement, and measurable outcomes. With over a century of service and deep expertise in behavioral health, parenting, and justice-involved populations, FCS is one of Oklahoma's most trusted providers of group-based educational programs.

FCS consistently delivers group workshops across multiple settings, including jails, schools, outpatient treatment clinics, and transitional housing programs. These groups serve diverse populations, including adults, children, teens, and families, justice-involved individuals, individuals recovering from substance use disorders, and parents involved in the child welfare system. Facilitators are highly trained in evidence-based models, and the agency maintains a strong internal infrastructure for supervision, fidelity monitoring, and outcome tracking. The agency is credentialed under Council on Accreditation, ODMHSAS, and SafeCare. ODMHSAS credentialing includes:

- Ch. 17 CMHC & CCBHC Certification Review, Certification with Special Distinction (scored 100%), June 26, 2025 – June 30, 2028
- Ch. 18 SUD Certification Review, Certification with Special Distinction (scored 100%), January 25, 2024 – January 31, 2027
- Ch. 23 CCC Certification Review, Certification with Special Distinction (scored 100%), July 18, 2025 - July 31, 2028
- Ch. 55 PACT Certification Review, Certification with Special Distinction, September 30, 2022 – September 30, 2025

One of the most well-established group programs is Parenting Inside Out (PIO), an evidence-based, cognitive-behavioral parenting skills training program designed specifically for incarcerated parents. FCS has delivered this program in the Tulsa County Jail and recently expanded its services to men and women in jails in multiple counties. Groups are facilitated in small cohorts (typically 10–15 participants) and follow a standardized curriculum delivered according to the required implementation schedule. Facilitators adhere to the prescribed content and sequence, with fidelity monitored through session observations, checklists, and outcomes.

In addition to parenting education, FCS provides adult group workshops in areas such as trauma recovery (e.g., Seeking Safety), addiction treatment, anger management, and job readiness. These programs follow structured curricula and are delivered by certified professionals who receive ongoing training and support to ensure consistent implementation.

FCS also integrates wraparound services, such as case management, therapy, and referral coordination, into group programming, ensuring a holistic and client-centered experience. This approach increases retention, strengthens engagement, and reinforces learning across settings. Data collection and program monitoring are embedded into service delivery, with pre- and post-assessments often used to measure knowledge gained, behavioral change, and client satisfaction.

FCS's strong track record in group facilitation is evident in programs like Women in Recovery, where participants regularly attend group sessions as part of a comprehensive diversion program. The organization's success in delivering these services to scale, while maintaining high fidelity and strong outcomes, has earned its state and national recognition.

#### 4. Briefly describe the organization's experience providing coaching to individuals experiencing instability due to criminal justice and /or system-involved parents participating in workshops (Limit 1 page or less)

Family & Children's Services (FCS) has extensive experience providing individualized coaching and support to people experiencing instability due to criminal justice involvement – either as system-involved parents themselves, caregivers of children of incarcerated parents, or family members of incarcerated individuals. FCS integrates one-on-one coaching into many of its group-based programs to address the complex needs of justice-involved families, with a focus on stabilization, accountability, and long-term change.

FCS coaches work closely with participants in programs such as Parenting Inside Out (PIO), Women in Recovery (WIR), Family Life Education (FLE), recovery groups, and SafeCare, offering personalized guidance that complements structured workshops. These participants often face compound challenges, including trauma histories, housing insecurity, substance use, limited employment, and strained family relationships. Coaches help clients navigate these issues by setting achievable goals, building parenting and life skills, and connecting them to critical community resources.

In the WIR program, FCS has demonstrated a strong model of integrated coaching for women diverted from incarceration. Coaches provide trauma-informed, gender-responsive support, helping participants overcome barriers to employment, regain custody of their children, and maintain sobriety. This model has led to a significantly reduced recidivism rate (2–4%), and increased family reunification outcomes.

For incarcerated or recently released parents and family members participating in Parenting in Jail workshops, FCS provides coaching that includes parenting guidance, communication strategies for connecting with children and caregivers, and preparation for reunification and reentry. Coaches support parents and family members in writing letters, developing visitation plans, and working through court or child welfare obligations.

FCS also works with caregivers and family members – often the relatives caring for children while a parent is incarcerated. Coaches help stabilize households through emotional support, parenting education, and coordination with child welfare and/or school systems. This dual-generation approach ensures that both children and caregivers receive the support needed for resilience and continuity.

All coaching is trauma-informed and strength-based. Parenting educators/Coaches are trained professionals who understand the impact of incarceration and systemic barriers on individuals and families. They work collaboratively with therapists, case managers, and correctional staff to provide consistent, wraparound care. Coaching sessions are flexible and may be conducted in person, virtually, or within correctional settings, depending on participants' access and need.

Through these efforts, FCS helps clients reduce risk factors, improve family functioning, and build the skills necessary for long-term stability. Whether working with an incarcerated parent, a recovering caregiver, or a youth affected by parental incarceration, FCS coaching provides personalized, compassionate, and results-driven support.

5. Briefly describe your organization's current level of exposure to the PIO program model and/or any components therein. If the organization has no experience with the PIO model, describe how your organization will utilize current assets and knowledge to implement the full model. (Limit 1 ½ pages or less)

Family & Children's Services (FCS) possesses extensive experience delivering the Parenting Inside Out (PIO) program model – an evidence-based curriculum designed for justice-involved parents – consistently and with high fidelity to the model. FCS has been operating the PIO program both in the Women in Recovery treatment program and Parenting in Jail (PIJ) in Tulsa County for over seven years and in contiguous counties for over three years, with outstanding outcomes in both settings. FCS has implemented the PIO model to meet specific needs for individual jail scheduling and classroom availability while simultaneously adhering to the fidelity of the PIO curriculum for both men and women.

FCS delivers PIO in cohorts of 10-15 participants over 12 sessions spanning four to six weeks, consistent with best practices in program structure, dosage, and fidelity in curriculum delivery. The agency adheres to the prescribed content, sequence, session activities (role-play, discussion), and homework assignments integral to PIO's core components—including positive involvement, emotion regulation, and non-violent discipline.

In neighboring Okmulgee County, graduates of the PIJ program showed a 64% increase in parent-child contact, demonstrating a positive impact on relationships following program participation. FCS has served hundreds of families through PIO, supported by a State TANF grant award and private donors.

For integrated support, PIO training is provided through The Pathfinder Network, which ensures facilitators are certified to deliver the model to fidelity, following a structured training and support process. FCS remains part of a nationwide network of providers implementing PIO according to fidelity measures tracked through session observation and outcome monitoring.

FCS's PIO services span multiple justice settings, including local jails (Tulsa, Osage, Washington, Rogers, Wagoner, Okmulgee, and Creek counties) and, with grant funding, state correctional facilities. The approach is consistent across gender and facility types.

The organization ensures fidelity via internal oversight, training and supervision of facilitators, and structured curriculum-check methodologies.

FCS's PIJ staff collaborated with Arizona State University to co-develop a caregiver curriculum designed to complement the Parenting Inside Out (PIO) program for incarcerated parents as FCS was the only entity focusing on caregiver support. This partnership focused on creating materials and activities that support caregivers, such as grandparents, partners, or other family members, who are caring for children while a parent is incarcerated. The curriculum emphasizes strengthening co-parenting communication, reducing caregiver stress, and promoting consistent parenting strategies across households.

The caregiver curriculum was piloted and refined based on caregiver feedback and research-informed best practices. It includes facilitated sessions, take-home materials, and optional engagement with Parenting Educators to reinforce alignment with the incarcerated parent's learning. This work represents a critical step toward supporting whole-family stability and improving outcomes for children impacted by parental incarceration.

Beyond PIO, FCS has delivered other evidence-based, structured adult group curricula such as SafeCare, Active Parenting, and trauma recovery models, supporting facilitated learning across diverse parenting and behavioral health needs in urban and rural communities. This broad

base of experience further strengthens FCS's capacity to maintain fidelity in delivering PIO and ensures coordinated programming.

FCS demonstrates thorough experience with the PIO model via:

- Years of implementation with women and men in Tulsa-area correctional settings.
- Structured delivery - cohorts of 10-15, standardized sequencing, role-plays, and homework as required by PIO.
- Measured outcomes, including increased contact with children, increases in parenting knowledge and communication, and quality of parent-child relationship.
- Ongoing facilitator training, oversight, and fidelity monitoring in partnership with Pathfinder.
- FCS vetted multiple parenting curricula and determined that PIO was the most appropriate fit for the population being served.

Under FCS's leadership, the PIO curriculum is delivered with fidelity, adaptability, and proven effectiveness, anchored in training, structure, and measurable results for justice-involved parents and their families. This experience positions FCS to reliably expand PIO into new contexts, such as ODOC facilities in northeast Oklahoma, and maintain rigorous fidelity and strong outcomes.

6. Briefly describe the organization's experience providing structured or informal case management to individuals experiencing instability due to criminal justice and /or system-involved parents participating in workshops. (Limit 1 page or less)

Family & Children's Services (FCS) has extensive experience providing both structured and informal case management (CM) to individuals and families experiencing instability related to criminal justice involvement. Whether working with justice-involved parents directly or supporting their children and caregivers, FCS integrates personalized CM into many of its core programs to stabilize families, support parenting goals, and promote long-term success.

CM at FCS is rooted in a trauma-informed, strengths-based approach and often operates alongside evidence-based parenting and behavioral health workshops. Individuals participating in programs like Parenting Inside Out (PIO) and Women in Recovery (WIR) frequently face overlapping barriers—such as substance use, housing insecurity, unemployment, and child welfare involvement. Where possible, FCS case managers support participants by helping them set goals, access essential services, navigate court or Oklahoma Human Services (OHS) requirements, and strengthen connections with their families and children.

For justice-involved parents participating in workshops, CM may include assistance with coordinating visitation, preparing for reunification, locating sober or transitional housing, accessing healthcare or counseling, and reestablishing relationships with children and caregivers. FCS collaborates with correctional facilities, courts, and OHS caseworkers to ensure coordinated support and compliance with case plans or legal obligations.

In the Parenting in Jail (PIJ) program, FCS case managers often assist incarcerated parents to maintain contact with caregivers, write letters to their children, or address parenting concerns while in custody. This individualized support helps participants apply skills learned in group sessions and prepare for successful reentry. For non-custodial parents, case managers may assist with child support issues or develop co-parenting strategies.

In the WIR program, CM is highly structured and intensive. Each participant is assigned a case manager who helps develop a comprehensive recovery and parenting plan, coordinates with multiple service providers, and ensures accountability throughout the program. Case managers address everything from trauma history and court compliance to job training and family reunification, contributing to WIR's low recidivism rate (2–4%) and high rates of employment and sobriety among graduates.

FCS also provides informal CM to families affected by incarceration outside of structured programs. For example, caregivers or grandparents caring for children of incarcerated parents may receive help with parenting support, school enrollment and navigation, or referrals to behavioral health services. This flexible, family-centered support model ensures that the entire household is stabilized and equipped to thrive, even during periods of separation due to incarceration.

Across all programs, FCS case managers are trained professionals who collaborate with therapists, educators, and group facilitators to provide wraparound care. They also help clients access community resources (e.g., housing assistance, mental healthcare, employment services, legal support) while addressing immediate crises and long-term stability goals.

FCS has a strong and consistent record of delivering both structured and informal CM services to individuals and families affected by criminal justice system involvement. This support is integrated, client-centered, responsive, and vital to the success of parenting-focused workshops and long-term family outcomes.

7. Please describe your experience in initiating and sustaining interest among participants in programs or group sessions where participation is voluntary. Highlight specific strategies utilized to engage participants and foster ongoing involvement. (Limit 1 page or less)

FCS has decades of experience engaging vulnerable populations in voluntary programs and maintaining their involvement in group interventions. This includes justice-involved parents, individuals with mental health or substance use disorders, and families facing instability. FCS recognizes that consistent participation requires more than program access; it requires strong engagement skills, trust, relevance, and meaningful connection.

FCS creates welcoming, nonjudgmental environments where participants feel respected. Whether in a jail, an outpatient clinic, or a community location, facilitators and case managers are trained in trauma-informed care, cultural humility, and motivational interviewing to build rapport. Many participants enter the program with histories of system involvement, trauma, or mistrust. By leading with empathy and emphasizing shared goals like family reunification and stability, staff help participants see the value in engaging with the course.

To increase voluntary attendance, FCS offers flexible, participant-centered programming. Class sessions and parent-child visits are held at convenient times or as scheduled by jail and prison administration, offered in-person or virtually as appropriate, and, when available, include childcare or transportation assistance. In programs like Parenting Inside Out (PIO) or Women in Recovery (WIR), group sessions are paired with personalized coaching or case management, helping participants connect their immediate goals (e.g., gaining custody, improving family relationships) to the long-term benefits of program participation.

Incentives also play a role. FCS often provides small, meaningful incentives - like certificates, family visitation opportunities, or basic needs items - as recognition for progress or attendance. These are always framed within the broader goal of personal and family growth. Completion certificates are also provided to OHS and courts as required.

FCS emphasizes peer connection and group identity through shared experiences and mutual support, helping participants build relationships and accountability. Members often cite this as a key motivator for attendance. Justice-involved groups support one another in activities like writing letters, sharing parenting strategies, or preparing for reunification, deepening their investment.

Facilitators use interactive, strength-based curricula that are relevant to participants' lived experiences. Programs like (PIO) are highly participatory, using role-plays, real-life problem-solving, and skill-building exercises that help participants immediately apply what they are learning. This hands-on approach keeps sessions engaging and builds confidence.

To sustain participation, FCS emphasizes goal tracking and visible progress. Participants are encouraged to reflect on their growth through journaling, sharing milestones, and receiving ongoing feedback from facilitators and coaches. This helps internalize the value of participation and commitment to completing the program.

Finally, FCS relies on strong follow-up systems. Staff members reach out when participants miss sessions, offer encouragement, and help overcome logistical or emotional barriers to returning. This is often done in collaboration with detention officers and correctional staff. This consistent, supportive outreach reinforces the message that each participant's presence matters. FCS's ability to initiate and sustain voluntary participation in programs is rooted in empathy, structure, accountability, and intrinsic motivation. FCS is committed to fostering genuine, lasting engagement for the betterment of parents, children, and families.

8. Provide a list of critical partners committed to helping the PIO program and outline the role they will play in PIO to ensure the program achieves its service goals. At least two (2) **Letters of Commitment** shall be provided from partner organizations who will support this project. Letters of Commitment to be included in Section 11 as referenced in Section 7.11 of the Bidders Instructions. *Refer to Appendix 1, Section 2 Definitions for information required in each Letter of Commitment (Limit 1 ½ pages or less)*

Critical Partners Supporting Parenting Inside Out (PIO) at Northeast Oklahoma Correctional Center (OKCC), Vinita, OK (Craig County):

- Family & Children's Services (FCS)  
*Role:* Lead implementing agency responsible for delivering the Parenting Inside Out (PIO) program and curriculum. FCS recruits and supervises Parenting Educators, ensures curriculum fidelity, and provides trauma-informed support to participants and their families, during the course and following completion on an as needed basis.
- Pathfinders  
*Role:* Provide training, curriculum changes and updates, and consultation when needed. Ensures fidelity and best practices are adhered to.
- Girl Scouts Beyond Bars  
*Role:* Facilitating parent-child visitations on-site and providing a plethora of opportunities for children (e.g. camps, schools-out programs) during parent incarceration.
- Oklahoma Department of Corrections (ODOC)  
*Role:* ODOC enables program implementation within OKCC by coordinating access for incarcerated parents, providing space and security for classes, and providing records for screening participants. ODOC staff assist with participant selection and facilitate communication between FCS and correctional administrators.
- Oklahoma Human Services (OHS)  
*Role:* OHS promotes public health outcomes through parenting education and child well-being. They support the PIO program by providing funding for the program, as well as parenting and health-related materials, data tracking support, and alignment with broader state family wellness initiatives, especially around adverse childhood experiences (ACEs). Coordination for prison-based visitations will be determined and arranged for open OHS cases.
- Local Jails and County Sheriffs (Craig County and surrounding areas)  
*Role:* Criminal justice partners have the capacity to help identify individuals who may benefit from parenting education, and if grant is awarded FCS would help identify a referral process for individuals transitioning from local jails to OKCC.
- Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS)  
*Role:* ODMHSAS offers behavioral health expertise and provides training for credentialing in case management and peer recovery support and topics related to social justice, mental health, and addiction.
- Local Reentry and Justice-Involved Support Coalitions  
*Role:* These regional networks coordinate housing, employment, and supportive services for returning citizens. If available, or if county services lend themselves to this coordination, FCS will collaborate to offer seamless transition support for PIO graduates and their families during community reentry.

## Attachment E

- Oklahoma Criminal Justice Reform Coalition
- *Role:* FCS will provide information when needed on interim studies and legislative bills for supporting access to people in the criminal justice system to receive opportunities such as parenting classes.
- Tribal Governments and Indian Child Welfare Programs  
*Role:* For American Indian participants, FCS will train Parenting Educators to deliver curriculum and support services to tribal individuals to support family preservation efforts in accordance with the Indian Child Welfare Act (ICWA).
- Private Foundations and Philanthropic Partners  
*Role:* Funders support the sustainability and expansion of the PIO program by investing in staffing and caregiver support for family engagement initiatives.

Together, these partners form a comprehensive support network that empowers incarcerated parents to strengthen family relationships, develop effective parenting skills, and successfully reintegrate into their communities. Their combined roles are essential in ensuring Parenting Inside Out achieves its goals of reducing recidivism, improving child outcomes, and breaking intergenerational cycles of incarceration.

9. Please describe your process for being able to expedite **program supports** to participant/ child caregiver to successfully participate in the respective PIO program. Refer to Appendix 1, Section 2 Definitions for information regarding program Supports. (Limit 1 page or less)

**Expedited Support Process for Parenting Inside Out (PIO) Participants at OKCC**  
*Family & Children's Services*

To ensure timely and effective support for fathers and their child caregivers participating in the PIO program at the Northeast Oklahoma Correctional Center (OKCC), Family & Children's Services (FCS) has established a streamlined, trauma-informed process focused on rapid engagement, coordination, and barrier removal.

- **Pre-Program Coordination with OKCC and ODOC:** FCS works closely with the Oklahoma Department of Corrections (ODOC), OKCC, and Girl Scouts Beyond Bars (GSBB) staff to pre-identify eligible fathers through referrals and institutional records. This collaboration enables early vetting of participants based on parenting status, release dates, and behavioral readiness. Once identified, FCS schedules in-prison orientation and assessment sessions to expedite enrollment. FCS and GSBB look forward to the opportunity to partner to increase access for parenting education classes. Waitlists will be closely monitored to promote timely access.
- **Dedicated Case Coordination:** Each enrolled father is assigned a dedicated FCS Parenting Educator who acts as the central point of contact. They gather relevant background information, identify support needs, and help address potential barriers (e.g., literacy, trauma history, custody issues). They also establish direct communication with caregivers of participants' children to assess needs and interest in complementary support. Additional case management will be provided by GSBB.
- **Caregiver Outreach and Support:** To engage child caregivers, FCS provides phone or letter outreach to explain the program's goals, provide information about community resources, invite them to participate in caregiver support groups, and parenting coaching.
- **Flexible and On-Demand Support:** Information about support services, including mental health counseling, child behavior consultation, and basic needs (e.g., housing, food, transportation) will be provided on an on-demand basis for caregivers. FCS utilizes internal systems to triage urgent needs.
- **Data and Communication Systems:** FCS will utilize a Salesforce data platform for data collection, coordinating care across, the PIO team, and reporting. FCS and GSBB will share information to monitor participation, caregiver and child needs, and progress in PIO as needed. Communication with ODOC and OKCC is maintained through regular reporting, staffing, meetings, and emails. **Post-Release Continuity Planning:** For fathers nearing release, FCS supports planning and coordination with local reentry entities. This includes helping reconnect fathers with children and caregivers through supervised visits, continued parenting support, and information regarding housing, employment, and community-based resources.

By combining institutional collaboration, participant engagement, and caregiver outreach, FCS ensures that both fathers and their families receive timely and meaningful support to fully participate in and benefit from PIO. This collaborative approach enhances program retention, strengthens family bonds, and promotes long-term success.

Attachment E

10. Provide Bidder's organizational chart identifying where the proposed PIO program and staff are embedded within your executive personnel structure. *The organizational chart shall be attached as the last page of Exhibit 3, Organizational Qualifications and Experience.*

The PIO project staff are embedded within the FCS Women in Recovery organizational chart, which is attached to Exhibit 3.

11. Please complete the following form(s) describing at minimum one (1) or up to two (2) projects similar in size or scope to the proposed PIO service. **If Bidder has no experience, please state “No Experience” in the Funder/Point(s) of Contact section.**

**Project 1**

<b>Funder/Point(s) of Contact</b>	Oklahoma Office of the Attorney General Notice of Grant Award Opioid Abatement Board 313 N. E. 21st Street Oklahoma City, OK 73105
<b>Contract Title/ Program Name</b>	Creek (\$300k), Rogers (\$506k), and Okmulgee (\$300k) Counties Opioid Abatement Projects (three separate grants)
<b>Total Project Value</b>	\$1,106,000
<b>Period of Performance</b>	August 2024 to June 2025
<b>Brief Summary of Work Performed by Supplier:</b>	<p>Each opioid abatement grant for the counties listed above involves goals, objectives, and activities related to curbing the opioid epidemic in rural Oklahoma. A combination of intervention, treatment, and recovery activities guide the grant activities in each county.</p> <p><u>Goals and Objectives</u>  <u>Goal 1: Intervention</u>                      Objective 1: Expand access to supportive jail-based education.                      Objective 2: Enhance collaboration among healthcare providers.  <u>Goal 2: Treatment</u>                      Objective 1: Improve access to treatment services.                      Objective 2: Enhance Quality of Care                      Objective 3: Foster community support for individuals in treatment.  <u>Goal 3: Recovery</u>                      Objective 1: Sustain long-term recovery support and address social determinants of addiction.</p>
<b>Relevancy to the Statement of Work for this solicitation:</b>	The grant activities include intensive education and training, including GED workshops and Parenting in Jails (PIJ), using the Parenting Inside Out (PIO) curriculum to strengthen families and promote reunification efforts.

**Project 2**

<b>Funder/Point(s) of Contact</b>	
<b>Contract Title/ Program Name</b>	

Attachment E

<b>Total Project Value</b>	\$
<b>Period of Performance</b>	
<b>Brief Summary of Work Performed by Supplier:</b>	
<b>Relevancy to the Statement of Work for this solicitation:</b>	

## Exhibit 4

### Performance Measures

Bidder shall be responsible for reporting on the following metrics in the ERGO system:

- **Total number of persons completing the program\***
- **Total number of persons receiving *SOME dosage***
- ***Pre-post assessment survey results (parent/ child/ caregiver relationship)***
- **Retention numbers/ Repeat attendees**
- **Child demographics: Age, gender & ethnicity of children of incarcerated parent**
- **Incarcerated parent demographics: Age, gender & ethnicity**

**\* *Program completion: 85% -100% of the program.***

**1. Briefly describe your organizations systems, software, or tools currently in use and the organization's experience in collecting and reporting demographic and performance measurement data. (Limit 1 page or less)**

Family & Children's Services (FCS) employs a comprehensive suite of systems and tools to manage operations, deliver services, and collect and report client demographic and program performance data. Data is collected and monitored to inform decision-making, continuous improvement, and reporting. FCS is fully prepared to enter all required information into the ERGO system, as guided by the grant.

FCS primarily utilizes MyAvatar, an electronic health record (EHR) system developed by Netsmart and designed specifically for behavioral health providers. MyAvatar supports clinical documentation, treatment planning, billing integration, and outcomes tracking in compliance with Medicaid and other payer requirements. In addition, FCS maintains two customized Salesforce databases to support client tracking, class participation, case coordination, and program outcomes. These tools are particularly valuable in tracking parenting education and reunification outcomes, including attendance, skill development, frequency of child contact, and alignment with OHS Individualized Service Plans (ISPs). FCS also utilizes tailored data collection tools and surveys to track qualitative and quantitative outcomes, such as parenting skills growth in areas like emotional regulation, problem-solving, communication, and use of positive discipline.

FCS has extensive experience collecting and reporting demographic and performance data across its broad service continuum, including mental health, substance use treatment, crisis intervention, parenting programs, and family preservation services. Intake protocols capture essential demographic data (age, race, gender, income, insurance, etc.), and staff are trained to ensure accuracy and completeness during both enrollment and service delivery. To enhance analysis and visualization, FCS uses Microsoft Excel (Excel) and Microsoft Power BI (Power BI) to clean, aggregate, and report on key performance indicators (KPI). Dashboards support real-time monitoring and continuous quality improvement across programs.

The agency consistently aligns its data systems with the reporting requirements of federal, state, local, and philanthropic funders. It regularly reports on service utilization, engagement, clinical progress, client satisfaction, parenting outcomes, and family reunification metrics. These practices are embedded in routine program operations and internal quality assurance.

FCS is a trusted provider in state and national initiatives requiring rigorous reporting, including contracts with the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS), which mandates standardized outcomes related to symptom reduction, functional improvement, and reduced hospitalization. FCS has demonstrated capacity to meet complex reporting demands through integrated use of MyAvatar, Salesforce, and supplementary tools. With a mature data infrastructure, experienced staff, and a strong culture of performance monitoring, the agency is fully equipped to collect, manage, and report high-quality data in compliance with this grant opportunity.

**2. Explain how you will evaluate improvements in the parent/child/ caregiver relationship before and after the PIO program. Discuss the types of surveys or assessments you will use, your data collection methods, and your approach to analyzing the results. (Limit 1 page or less)**

FCS will evaluate changes in the parent/child/caregiver relationship using a structured data collection and outcomes tracking designed to measure pre- and post-program outcomes of the Parenting Inside Out (PIO) program. The evaluation incorporates validated assessment tools, participant self-reports, caregiver feedback, and qualitative insights to assess improvements in parenting knowledge, skills, and relational outcomes.

FCS will use a combination of standardized and custom tools to evaluate progress:

- **PIO Pre-and Post-Survey** – Explicitly developed for the PIO model, this tool measures improvements in parenting knowledge, communication, discipline practices, and stress management.
- **FCS Custom Outcome Surveys** – Developed internally to track changes in confidence in meeting children’s needs, use of coping skills in response to challenging behavior, and increased use of positive reinforcement strategies.

For participants receiving contracted visitation support through **Girl Scouts Beyond Bars (GSBB)**, additional data collection and monitoring include tracking progress toward the following program goals:

- **Minimize Separation Anxiety** – by facilitating structured, trauma-informed visits between incarcerated parents and children.
- **Improve Emotional and Behavioral Regulation** – through social-emotional learning activities with children in troop meetings.
- **Promote Healthy Family Reunification** – by offering parenting support and consistent, relationship-centered visits.

All participants in the PIO program will complete surveys at two intervals: upon course entry and upon course completion. Assessments will be conducted with support from trained facilitators to ensure comprehension and accuracy. When applicable, additional qualitative data will be gathered through open-ended survey responses or focus groups, including data from caregivers.

FCS employs a mixed-methods approach to analyzing program outcomes:

- **Quantitative data** will be entered into statistical and data reporting software such as Excel and Power BI to compare pre- and post-program scores, survey results, reported changes in child contact, number of children attending visits, etc.
- **Qualitative data** will be collected from participants and caregivers, with direct experience of the course and visitation activities. This data will include participant and caregiver insights related to emotional bonding, communication improvements, and co-parenting collaboration, and it will be included as a narrative supplement to outcomes reporting when applicable.

Findings will be monitored at the individual and aggregate levels to assess both personal and programmatic impact. These insights will inform continuous quality improvement, support ongoing coordination with OHS, and fulfill reporting requirements for funders and stakeholders.

By integrating rigorous data collection, validated evaluation tools, and participant and caregiver perspectives, FCS and GSBB will effectively demonstrate how PIO participation, GSBB-facilitated visitation, and child activities enhance parenting capacity, strengthen family bonds, and support successful family reunification outcomes.

**3. Provide a comprehensive description of how you will measure parental involvement levels pre and post PIO program completion. Describe the assessment instruments, data collection methods and analysis techniques you will utilize.**

FCS will measure changes in parental involvement pre- and post-completion of the PIO curriculum through a combination of validated instruments, caregiver feedback, and structured data collection and analysis. This approach is designed to track improvements in parent-child communication, parenting skills, emotional regulation, problem-solving, and the quality and consistency of parent-child contact over time.

To capture meaningful change in parental involvement, FCS will utilize the following tools:

- **PIO Participant Pre- and Post-Survey:** Administered pre- and post-program, this PIO- specific tool measures involvement across domains, including communication with children, use of positive discipline, understanding child development, and co-parenting with caregivers.
- **Family Contact Questionnaire:** A custom instrument used to track the type, frequency, and quality of contact (e.g., letters, phone calls, video visits) between incarcerated parents and their children during the program.
- **Caregiver Perception Survey:** Completed by a child's caregiver, this tool evaluates the parent's efforts toward engagement, changes in co-parenting dynamics, and perceived improvements in communication.

Data will be collected at two key points: before the PIO course begins (baseline) and after its completion. Surveys for incarcerated parents will be conducted in person with the trained PIO parenting educator to ensure understanding and confidentiality. Caregiver feedback will be collected on an as-needed basis.

FCS also tracks parent-child contact within its Salesforce database. Contact level is recorded at baseline and updated throughout the course as participants report changes to their parenting educator. Services provided to caregivers are also recorded in this system, allowing for a more comprehensive view of family engagement.

In addition, open-ended responses from post-assessments and optional focus group input will be gathered to capture qualitative insights into the parents' experiences, perceived changes, and barriers to involvement.

FCS will employ both quantitative and qualitative analysis for monitoring, continuous improvement, and reporting.

- **Quantitative Analysis:** Data will be entered into a secure database and analyzed using tools such as Power BI and Excel to assess changes from pre- to post-assessment in parental confidence, frequency of contact, and use of positive parenting techniques.
- **Qualitative Analysis:** Open-ended responses and feedback from caregivers and participants will be analyzed to identify key trends in growth, challenges, and meaningful parent-child connections formed during the program. These qualitative narratives will also supplement the quantitative findings.

By combining validated assessments, structured tracking, and open-ended feedback, this evaluation strategy will assess the PIO program's effectiveness in strengthening parental involvement during incarceration. Findings will be used to guide program enhancements and support long-term goals of family stability and reunification.

## Exhibit 7

### Bidders Attestation Agreements

*Instructions: Bidder is to acknowledge by Yes or No they understand and agree to each of the requirements for each section.*

#### **OKDHS Comprehensive Community Program: Parenting Inside Out (PIO) Program**

1. We have read and understand the model, expectations, and priorities outlined in the Appendix 1, Section 1 and the Exhibit 2 Scope of Work regarding Program Model, Priority Counties, and associated alignment and that we may be asked to provide additional detail regarding the organization's capacity to successfully implement services either in discussion with OKDHS, by submitting additional documentation or both. By checking this box, we affirm the commitment of the organization to positively lead and substantially contribute to the success of our county's replication project as described.

**YES  NO**

2. We understand that Suppliers receiving this funding will receive support from the Familyhood Training and Technical Assistance (TTA) provider. The TTA team will provide evidenced-based training and support to all contractors to ensure consistency and fidelity across operations statewide. By checking this box, we affirm the commitment of the organization to participate in TTA activities as scheduled.

**YES  NO**

#### **Exhibit 2: Scope Of Work - Program Model/County Selection**

1. Bidder attests to have read Exhibit 2 Scope of Work/ Program design for the Parenting Inside Out (PIO) program model. Supplier further attests and agrees to operate the model with fidelity, utilizing the TTA supports as required in the Scope of Work.

**YES  NO**

2. Bidder selects the following one (1) program model/county for consideration via this application:

**Parenting Inside Out – Craig County**

**Parenting Inside Out – Muskogee County**

**Parenting Inside Out – Pottawatomie County**

**Parenting Inside Out – Oklahoma County**

**[ ] Parenting Inside Out – Osage County**

3. We understand and agree to engage with the Statewide OKDHS Initiatives of Work Ready Oklahoma, registering our PIO program on the Be a Neighbor website and collaborating with other OKDHS Familyhood services as available in the local community to provide families with access to family strengthening supports.

**[ X ] YES [ ] NO**

**Exhibit 3: Organizational Qualifications, Experience and Financial Capacity**

We have read, understand, and agree to the expectations and requirements outlined in Exhibit 3: Organizational Qualifications and Experience and attest that the organization has:

1. The established capacity and infrastructure to support the operation of a program of this size and scope. **[ X ] YES [ ] NO**

2. Established processes and systems for fiscal management based on annual budget. **[ X ] YES [ ] NO**

3. The ability to quickly administer program supports to meet presented participant needs within the timeframe stated at time of need. **[ X ] YES [ ] NO**

4. **Where applicable**, Capacity to complete facility updates that will need to be completed during the stated six (6) month planning period with the understanding that building purchases or renovation of building is not an allowable cost (changing plumbing, construction), but facility updates including costs such as, painting, carpet, other cosmetic changes are allowable. If updates cannot be completed, shall provide in writing to OKDHS a temporary alternative location to ensure that services can begin at the end of the planning period as well as an estimated date of moving into permanent location. **[ X ] YES [ ] NO**

5. Designated or intends to hire a full-time Program Manager and a Program Director to be budgeted for at least 75% of his/her time to this project (identified by name or position on org chart provided in the attachments). If this staff is not identified prior to proposal submission, we commit to providing interim staff to meet this need from our current employees or by contract. We understand that this critical staff must be in place within 60 days of award. **[ X ] YES [ ] NO**

7. We attest that at the time of application, the amount of this award represents no more than 50% of the organizational operating budget.  YES  NO

8. We understand that we may be asked to provide additional detail regarding the above items either in discussion with OKDHS, by submitting additional documentation, or both.  YES  NO

**Exhibit 4: Performance Measures and Data Collection Response**

1. We have read, understand, and agree to the expectations and requirements outlined regarding data collection, reporting in ERGO system, and developing a plan post-award to document who is receiving services and what services are being delivered. In addition, we affirm the organization's commitment to contributing to a continuous learning approach, meeting service goals, providing monthly data as required by OKDHS and prioritizing the timely completion of an annual report. We agree to comply:

YES  NO

**Exhibit 5 : Budget and Budget Instructions Response**

1. We have reviewed Exhibit 5 Budget and Budget Instructions and understand that a budget will be developed post-award using the template provided. We also understand this budget will require guidance and approval from OKDHS during the planning period and the total will not exceed \$550,000.00 per year. (With possible contract amendments in subsequent years based on changes to scope, services or service areas). We agree to comply:

YES  NO

# Attachment E

Request for Proposals for  
 Solicitation Number EV00000748  
 Bidder Name: Family & Children's Services

<b>Section Two: Executive Summary and Company Information</b>	<b>EXHIBIT 9: OFFEROR RESPONSE WORKSHEET</b>
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Offerors are required to provide clear and concise responses to each item listed below. Please enter your responses directly into the yellow fields within this worksheet. If a response exceeds the space provided, you may include a clearly labeled continuation (e.g., "Response to 7.2") as an attachment. Offerors must include all relevant information necessary to demonstrate their ability to fulfill the requirements outlined in this RFP and its Scope of Work. All questions in this attachment should be completed and will be evaluated. Incomplete responses may result in a reduction of the proposal's overall score

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

<b>Section Two: Executive Summary and Company Information</b>	
<b>Bidders Instructions</b>	<b>Record Responses Below</b>
7.2	<p><b>Bidder marketing information, general company information and other similar resources the Bidder wishes to provide</b></p> <p>At Family &amp; Children's Services (FCS), transparency is at the heart of our Marketing and Communications efforts. Our team plays a vital role in raising awareness, informing the public, and engaging the community in honest conversations about integrated healthcare. We employ an array of marketing strategies, encompassing both traditional and digital approaches, to reach as many audiences within the general public as possible. Our digital marketing initiatives connect content with individuals seeking mental health care and related services. FCS's publicizes all 72 agency programs as well as its crisis services, resources, and educational opportunities through various channels including our website, social media platforms (such as LinkedIn, X, Facebook, Instagram), local television news stations, print advertisements, posters, magnets, event promotional booths, bus advertisements, billboards, Google ads, educational speaking engagements, community presentations, our monthly radio show on KBOB 89.9 that targets individuals in North Tulsa, and the OK State of Mind podcast. Dr. Stevan Lahr, our Medical Director and a board-certified psychiatrist, appears monthly on KOTV Channel 6 in Tulsa to address pressing behavioral health topics. His segments offer expert insights on issues such as suicide prevention, child mental health, combating loneliness, and reducing stigma around mental illness. These appearances aim to provide viewers with practical advice and resources to support mental well-being in the community. Additionally, the 988 Lifeline is promoted through the placement of the 988 license tag on all agency vehicles. Through proactive community outreach and education, we strive to deliver prevention and intervention services that ultimately save taxpayer dollars and protect lives across Oklahoma.</p> <p>Our website link and social media handles are:</p> <ul style="list-style-type: none"> <li>• Home - Family &amp; Children's Services (<a href="https://www.fcsok.org/">https://www.fcsok.org/</a>)</li> <li>• Family &amp; Children's Services   Facebook (<a href="https://www.facebook.com/fcsok/">https://www.facebook.com/fcsok/</a>)</li> <li>• x.com/FCSTulsa</li> <li>• Instagram photos and videos (@fcs_ok) (<a href="https://www.instagram.com/fcs_ok/">https://www.instagram.com/fcs_ok/</a>)</li> <li>• youtube.com/user/FamilyandChildrensOK</li> <li>• <a href="https://www.linkedin.com/company/family-children-s-services/">https://www.linkedin.com/company/family-children-s-services/</a></li> </ul>
7.2.a	<p><b>Provide the length of time the Bidder has been in business</b></p> <p>Since its incorporation on 10/07/1921 as the Family Welfare Society of Tulsa, Family &amp; Children's Services (FCS) has stood as a beacon of hope and healing in Tulsa, Oklahoma. FCS has transformed the lives of thousands through compassionate care, groundbreaking programs, and a steadfast commitment to mental wellness. Over the past century, FCS has worked tirelessly to address the growing needs of the community, setting a national benchmark for innovation, impact, and excellence in behavioral health. Recognized by the New York Times, SAMHSA, the National Council for Mental Wellbeing, Tulsa Area United Way, City of Tulsa, Tulsa World, and TulsaPeople Magazine, FCS continues to drive meaningful change and expand what's possible in behavioral health care.</p>

Attachment E

Attachment E

<p>7.2.b</p>	<p><b>Insert a brief description of the company</b></p>	<p>In Tulsa County, hope begins at Family &amp; Children’s Services (FCS).</p> <p>For more than a century, FCS has been an integral part of the Tulsa community. As a leader in addressing social determinants of health, FCS provides critical services that transform lives and uplift individuals and families. We serve people across the lifespan who are experiencing mental health challenges, trauma, addiction, poverty, homelessness, and family crisis. Our focus is on reaching vulnerable and underserved populations, providing accessible, evidence-based care that promotes healing, stability, and hope.</p> <p>Since becoming a Certified Community Behavioral Health Clinic (CCBHC) in 2021, FCS has taken its commitment even further, standing as a pillar in Tulsa’s healthcare continuum. FCS uses evidence-based treatments tailored to specific populations. FCS showcases its dedication to excellence by strategically investing in the recruitment, development, and retention of a skilled, multidisciplinary workforce, empowering staff to meet the evolving and urgent needs of the community with compassion, expertise, and resilience.</p> <p>Every day, FCS works with hospitals, other healthcare providers, homeless service providers, city and county jails, police and fire departments, schools, and various community partners to meet urgent needs and save lives. By leveraging robust partnerships, we coordinate care to prevent service duplication, thereby reducing unnecessary expenditures. Our impact is deeply personal—just ask the person who found hope after a suicide attempt, the child healing from trauma, the family reunited after a difficult journey, or the first responder who depends on our behavioral health professionals during moments of crisis. FCS is more than just a healthcare provider; we are part of the community, delivering accessible, trusted care that changes lives and builds a healthier Oklahoma.</p> <p>FCS is driven by a passion for excellence, holding two national accreditations and four state certifications with special distinction:</p> <p>National Accreditations:</p> <ul style="list-style-type: none"> <li>• Council on Accreditation (COA)</li> <li>• SafeCare Accreditation</li> </ul> <p>State Certifications:</p> <ul style="list-style-type: none"> <li>• Chapter 17 Community Mental Health Center (CMHC) Certification with Special Distinction</li> <li>• Chapter 18 Alcohol and Drug Treatment Program Certification with Special Distinction</li> <li>• Chapter 23 Community-Based Structured Crisis Center (CBSCC) Certification with Special Distinction</li> <li>• Chapter 55 Program of Assertive Community Treatment (PACT) Certification with Special Distinction</li> </ul> <p>Nationally recognized for its cutting-edge CCBHC care, FCS has been invited by SAMHSA and the National Council for Mental Wellbeing to share our expertise through webinars and national conferences with other healthcare systems on how to efficaciously implement the CCBHC model.</p> <p>In 2024, FCS was selected to partner with CareOregon’s Strategic Healthcare Investment for Transformation (SHIFT) initiative to support the transformation of behavioral health systems across Oregon. Through this collaboration, FCS provides expert technical support on integrated care models, data dashboards, quality measures, clinical pathways, and hosts “Ask Me Anything” sessions to share real-world insights. This reflects FCS’s national reputation as a top-tier CCBHC provider.</p> <p>At the core of FCS’s approach is whole-person, team-based care—an integrated model that treats not just mental health, but also physical health, substance use, social drivers of health, social support needs, and crisis intervention. Whether someone is facing chronic health concerns, substance use issues, housing instability, or mental health struggles, FCS builds a personalized, comprehensive care plan that wraps around the individual to support their healing and long-term wellness. These services include medication treatment, individual and family therapy, physical health screenings, social support and care coordination, housing and employment assistance, lifestyle and wellness coaching, crisis hotline and mobile crisis response, and MORE.</p> <p>FCS extends care through direct services and strong partnerships across Tulsa, including 10 certified sites, three of which have been opened within the past one and a half years to meet emerging community needs. In accordance with the requirements stated in OAC Chapter 17 and the ODMHSAS CCBHC provider manual, we provide:</p> <ul style="list-style-type: none"> <li>• Comprehensive screening, assessment, and individualized treatment planning</li> <li>• 24/7 crisis services</li> <li>• Outpatient mental health and substance use treatment</li> <li>• Primary care screening and monitoring</li> <li>• Case management and psychiatric rehabilitation</li> <li>• Peer and family support services</li> <li>• Tailored care for veterans and active-duty service members</li> <li>• Reentry support for individuals leaving jail or prison</li> <li>• Community-based services for historically marginalized populations and seniors</li> <li>• Individual Placement and Support (IPS) employment services</li> <li>• Enhanced access through 84 bilingual staff and LanguageLine services</li> </ul> <p>FCS’s ever-growing contributions to the community give hope to those who need it most—building healthier futures and a stronger Tulsa, one life at a time.</p>
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Attachment E

<p>7.2.c</p>	<p><b>Indicate Company size and organization structure (an Organizational chart is recommended)</b></p>	<p>Family &amp; Children's Services (FCS) is a trusted leader in behavioral healthcare. With a dedicated team of nearly 1,500 professionals, FCS transforms lives across Tulsa County. With more than 70 specialized programs, FCS meets the evolving needs of the community with compassion and expertise.</p> <p>To ensure that high-quality behavioral healthcare is never out of reach, FCS operates from 340,588 square feet of space across 10 strategically located primary facilities, offering accessible, convenient care to a growing number of clients—a total of 70,738 individuals in FY24.</p> <p>At the heart of FCS's emergency response is the 24/7 Crisis Continuum of Care, which includes COPES, three specialized co-responder mobile response teams, and the CrisisCare Center. To extend its impact even further, FCS places its direct service staff in 170 partner organizations throughout the region. These partnerships span 138 schools in 12 school districts, Tulsa 911 Public Safety Communications Call Center (911 Call Center), David L. Moss Criminal Justice Center and other jails, and vital community organizations such as community health centers, senior services, shelters, food pantries, crisis centers, bus stations and other public facilities, and more. In addition, we provide home- and field-based services in the community, truly meeting clients wherever they are, at home or elsewhere.</p> <p>FCS is more than a provider; it's a cornerstone of the community, reaching people where they are and delivering the care they need, when they need it most.</p>
<p>7.2.d</p>	<p><b>The number of years the Bidder has been providing products and/or services of the type requested, (must be at least 36months)</b></p>	<p>In 2001, Family &amp; Children's Services (FCS) earned certification as a Community Mental Health Clinic (CMHC) and has proudly maintained this status in good standing ever since, reflecting our ongoing commitment to delivering high-quality, accessible mental health care.</p> <p>On January 22, 2021, FCS took a major step forward in delivering comprehensive behavioral health services by securing a CCBHC Permit for Temporary Operations (PTO) from the ODMHSAS. This allowed FCS to begin offering Chapter 17 CCBHC services within its existing CMHC service area.</p> <p>Following a successful CCBHC implementation during the PTO period, FCS was officially certified by ODMHSAS as a Chapter 17 CCBHC from September 24, 2021, through July 31, 2023, resulting in dual Chapter 17 certifications as both a CMHC and a CCBHC. ODMHSASA later extended the CCBHC certification to September 30, 2023.</p> <p>When the CMHC certification renewal process began in February 2022, ODMHSAS rolled the CMHC and CCBHC certifications into a single Chapter 17 CMHC certification, as CCBHC services are considered an optional service under Chapter 17. FCS was awarded the updated Chapter 17 CMHC/CCBHC Certification with Special Distinction for the period of June 26, 2025, through June 30, 2028.</p> <p>Additionally, FCS has received multiple recognitions for its leadership in behavioral healthcare through the award of Substance Abuse and Mental Health Services Administration (SAMHSA) Certified Community Behavioral Health Clinic (CCBHC) Expansion Grants—in 2018, 2020, and again from 2022 to the present. The early short-term grants enabled FCS to pilot small CCBHC programs prior to CCBHC certification. The current CCBHC Improvement and Advancement Grant provides outreach for individuals and families who have not been admitted to the CCBHC.</p> <p>Family &amp; Children's Services (FCS) possesses extensive experience delivering the Parenting Inside Out (PIO) program model – an evidence-based curriculum designed for justice-involved parents – consistently and with high fidelity to the model. FCS has been operating the PIO program both in the Women in Recovery treatment program and Parenting in Jail (PIJ) in Tulsa County for over seven years and in contiguous counties for over three years, with outstanding outcomes in both settings. FCS has implemented the PIO model to meet specific needs for individual jail scheduling and classroom availability while simultaneously adhering to the fidelity of the PIO curriculum for both men and women.</p> <p>For integrated support, PIO training is provided through The Pathfinder Network, which ensures facilitators are certified to deliver the model to fidelity, following a structured training and support process. FCS remains part of a nationwide network of providers implementing PIO according to fidelity measures tracked through session observation and outcome monitoring.</p>

Attachment E

		<p>FCS's PIO services span multiple justice settings, including local jails (Tulsa, Osage, Washington, Rogers, Wagoner, Okmulgee, and Creek counties) and, with grant funding, state correctional facilities. The approach is consistent across gender and facility types. The organization ensures fidelity via internal oversight, training and supervision of facilitators, and structured curriculum-check methodologies.</p> <p>FCS's PIJ staff collaborated with Arizona State University to co-develop a caregiver curriculum designed to complement the Parenting Inside Out (PIO) program for incarcerated parents as FCS was the only entity focusing on caregiver support. This partnership focused on creating materials and activities that support caregivers, such as grandparents, partners, or other family members, who are caring for children while a parent is incarcerated. The curriculum emphasizes strengthening co-parenting communication, reducing caregiver stress, and promoting consistent parenting strategies across households.</p> <p>The caregiver curriculum was piloted and refined based on caregiver feedback and research-informed best practices. It includes facilitated sessions, take-home materials, and optional engagement with Parenting Educators to reinforce alignment with the incarcerated parent's learning. This work represents a critical step toward supporting whole-family stability and improving outcomes for children impacted by parental incarceration.</p> <p>Beyond PIO, FCS has delivered other evidence-based, structured adult group curricula such as SafeCare, Active Parenting, and trauma recovery models, supporting facilitated learning across diverse parenting and behavioral health needs in urban and rural communities. This broad base of experience further strengthens FCS's capacity to maintain fidelity in delivering PIO and ensures coordinated programming.</p> <p>FCS demonstrates thorough experience with the PIO model via:</p> <ul style="list-style-type: none"> <li>• Years of implementation with women and men in Tulsa-area correctional settings.</li> <li>• Structured delivery - cohorts of 10-15, standardized sequencing, role-plays, and homework as required by PIO.</li> <li>• Measured outcomes, including increased contact with children, increases in parenting knowledge and communication, and quality of parent-child relationship.</li> <li>• Ongoing facilitator training, oversight, and fidelity monitoring in partnership with Pathfinder.</li> <li>• FCS vetted multiple parenting curricula and determined that PIO was the most appropriate fit for the population being served.</li> </ul>
<p>7.2.e</p>	<p><b>Describe the core competency of the company</b></p>	<p>As a CCBHC, FCS delivers high-quality, comprehensive behavioral health care rooted in transparency, accountability, and results. Guided by our mission to promote, support, and strengthen the well-being and behavioral health of adults, children, and families, our CCBHC model reflects a bold vision: to make integrated, person-centered care accessible to every individual – regardless of age, background, or circumstance.</p> <p>We deliver whole-person care, emphasizing a robust team-based care approach and assertive community outreach and engagement. This comprehensive model integrates professionals such as case managers, therapists, medical care coordinators, peer recovery support specialists, employment specialists, psychiatric medication providers, and pharmacy services to ensure coordinated, holistic support tailored to each client's unique needs.</p> <p>Since becoming CCBHC in 2021, FCS has significantly expanded its capacity to serve the community by increasing its workforce to serve 28% more clients, ensuring greater access to timely, comprehensive behavioral health care. By keeping pace with the changing needs of the community, FCS has reduced waiting times by 18%, enhanced same-day access, and met the needs of thousands more individuals and families across Tulsa.</p> <p>FCS serves adults and children through a full continuum of services that utilizes over 50 evidence-based/evidence-informed treatments and trauma-informed care to address mental health, substance use disorders (SUD), and co-occurring disorders. Our integrated care model ensures that behavioral, physical, and social determinants of health are treated holistically, recognizing the full complexity of every individual's experience. Morton Comprehensive Health Services, a Federally Qualified Health Center (FQHC), is co-located at two Family &amp; Children's Services (FCS) locations, providing integrated physical healthcare on-site to enhance whole-person care for clients. Whether through psychiatric services, therapy, case management, or crisis support, our care is coordinated across providers, ensuring seamless access and continuity.</p> <p>We offer more than 70 programs designed to meet a wide range of client needs, including those of older adults, veterans, and individuals who are unhoused. Below are some programs that showcase our services.</p> <p>FCS is a recognized leader and innovator in crisis response, partnering closely with multiple first responder agencies to operate co-response teams and embedding staff within the Tulsa 911 Center. As the first Urgent Recovery Center (URC) in Oklahoma to implement a "One Stop" law enforcement entrance model, FCS transformed crisis care by allowing first responders to safely and efficiently transfer individuals in crisis to mental health professionals, allowing first responders to return to duty within 10–15 minutes. This streamlined approach not only improves public safety while ensuring timely access to behavioral health services but is also a cost-effective model for the city's emergency response system.</p>

Attachment E

		<p>FCS goes beyond the basic requirements of a CCBHC by offering a full Assertive Community Treatment (ACT) continuum. We operate two high-fidelity PACT teams, each serving up to 120 clients, as well as two Flexible ACT (FACT) teams that can support up to 200 clients each. Through these teams, we provide intensive, community-based care for people with complex behavioral health needs. In addition to our ACT services, we also offer two First Episode Psychosis (FEP) teams, each able to serve 35 older adolescents and young adults. These teams offer early, specialized interventions that help reduce the severity and length of untreated psychosis, supporting long-term recovery during a crucial stage in a person's development. FCS is the only provider in Tulsa that offers FEP and FACT services.</p> <p>School-based services are embedded in 138 schools across 12 districts, providing accessible, trauma-informed care to at-risk children and adolescents by addressing emotional, behavioral, and family-related barriers to learning. Services are evidence-based, family-centered, and offered during the school day and evenings so working families can access care during non-working hours to support student success.</p> <p>FCS's Child Abuse and Trauma Services (CATS) program gives hope to families facing the deep pain of trauma. We provide specialized, evidence-based treatment and care coordination for children ages 0–18+ and their families across the Tulsa metro area. With a compassionate wraparound model, CATS promotes emotional healing, strengthens family bonds, and supports families on their journey to long-term recovery, offering a path forward for those who need it most.</p> <p>FCS has long been a trailblazer in criminal-legal diversion, driving change with our nationally acclaimed Women in Recovery program. This groundbreaking program provides a powerful, compassionate alternative to incarceration for women with histories of substance use disorder and trauma, many of whom are mothers to minor children. By redirecting the costs of incarceration to the healing of women, we not only save Oklahoma taxpayers money but also reshape the future of families for generations to come.</p> <p>Fiscal responsibility and operational transparency are foundational to our success. We carefully steward resources to maximize impact, rigorously track outcomes, and make data-driven decisions that enhance service quality and efficiency. Our performance metrics are not just numbers, they are meaningful reflections of client progress, community needs, and system-level improvements. For over a decade, we have been issued an unmodified opinion with no audit adjustments or corrections and no deficiencies noted in our annual external financial audit.</p> <p>Every element of our CCBHC work, from frontline care to strategic planning, is aligned with our core values and long-term vision for a healthier community. We remain committed to evolving our services to meet the growing and changing needs of Tulsa and beyond, ensuring that hope, healing, and health are within reach for all.</p>
7.2.f	<b>Estimated Number of clients</b>	<p>In Fiscal Year 2024 (July 1, 2023 – June 30, 2024), FCS made a powerful impact, serving 70,738 individuals and setting the standard for comprehensive integrated care. Our reach extended beyond traditional service delivery, as we actively engaged over 10,000 community members through interactive education and outreach initiatives, bringing care and support directly to neighborhoods, creating lasting connections, and ensuring access to the resources people need, when and where they need them.</p>
7.2.g	<b>Average client size (i.e., employee count)</b>	<p>FY24 CCBHC Programs – ratio client to direct service staff 32:1</p>

Attachment E

Request for Proposals for  
 Solicitation Number EV00000748  
 Bidder Name: Family & Children's Services

Rev. 7/29/25

<b>7.10 Section Ten: Business references</b>		<b>EXHIBIT 10:</b>	
<b>Bidder Reference Worksheet</b>			
Instructions -provide two (2) letters of commitment from partner organizations. Letters of commitment must include contact information including email and phone number. Must provide Letter of Commitment from Prison Administrator for each prison facility.			
<b>Categories</b>	<b>Name</b>	<b>Number</b>	<b>Email</b>
<b>Commitment letter 1</b>	Jon Keim, Director Community Outreach	918-752-0983	
	Okmulgee County Criminal Justice Authority		
<b>Commitment letter 2</b>	Leticia Longoria-Navarro, Executive Director	503-892-5396	
	The Pathfinder Network		
<b>Prison Administrator Commitment letter</b>	Derrick Yazel, Warden		<a href="mailto:derrick.yazel@doc.ok.gov">derrick.yazel@doc.ok.gov</a>
	Northeast Oklahoma Community Corrections Center		

Attachment E

Request for Proposals for  
 Issued by the State of  
 Oklahoma Solicitation Number  
 EV00000748

7.11 Section Eleven: Third Party Vendor Information EXHIBIT 11: 3rd Party Supplier 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
<p><b>Name: Girl Scouts of Eastern Oklahoma</b></p> <p><b>Name:</b></p>	<p>Girl Scouts of Eastern Oklahoma empowers girls through leadership, STEM, outdoor adventures, and community service, fostering confidence, courage, and character across 30 counties.</p>	<p>subcontracting partner for PIO</p>	<p>Incarcerated parents and their children.</p>	<p>Girl Scouts Beyond Bars Program will facilitate parent-child visitations on-site and provide a plethora of opportunities for children (e.g. camps, schools-out programs) during parent incarceration. These activities complement and round out the services provided through FCS for the Parenting Inside Out</p>



**Exhibit 5  
PROPOSED BUDGET**

Bidder Name: Family and Children’s Services (FCS)  
 Bidder Contact: Adam Andreassen  
 Email: CEODesk@fcsok.org

Date: 07/29/2025  
 Phone: (918) 587-9471

Requested Dollar Amount: \$2,131,462

<b>Budget Line Item</b>	<b>Year 1 Requested Dollars</b>	<b>Year 2 Requested Dollars</b>	<b>Year 3 Requested Dollars</b>	<b>Year 4 Requested Dollars</b>	<b>Year 5 Requested Dollars</b>	<b>Total Requested Dollars</b>
Labor	226,009	232,789	239,773	246,966	254,375	1,199,912
Contractual	85,000	85,000	85,000	85,000	85,000	425,000
Other	133,162	90,211	92,260	94,337	96,580	506,550
<b>Total</b>	<b>444,171</b>	<b>408,000</b>	<b>417,033</b>	<b>426,303</b>	<b>435,955</b>	<b>2,131,462</b>

**Budget Detail Instructions:**

- All expenses will fall into one of the three categories defined below as Labor, Contractual or Other.
- Each line item within those three categories shall be detailed with justification for the expense for each year. Additional instructions and definitions for each line item are included in the budget tables.
- Add lines items as needed to the three categories but do not add new categories.
- Complete budget table in whole dollar amounts only.

**CONTRACT YEAR 1**

**Summary Budget Request:**

<b>Budget Line Item</b>	<b>Requested Dollars</b>	<b>Total</b>
<b>Labor:</b>		
Personnel/Salaries	185,253	185,253
Fringe Benefits	40,756	40,756
<b>Contractual:</b>		
Contract A	85,000	85,000
Contract B	0	0
<b>Other:</b>		
Travel/Per Diem/Training	27,880	27,880
Supplies	31,985	31,985
Admin Costs/IDC	73,297	73,297
Other		
<b>Total</b>	<b>444,171</b>	<b>444,171</b>

**Narrative/Detail Budget Request, including Justification:**

**1. LABOR**

<b>Personnel/Salaries:</b> Include position titles, staff names % of time allocated to the contract, annual salary, and # of months.					
Staff Name / Title	% Time	Annual Salary	# Months	Requested Dollars	TOTAL
<b>Program Director</b>	<b>.75</b>	<b>70500</b>	<b>12</b>	<b>54461</b>	<b>54461</b>
<b>Family Preservation Specialist/Educator (2)</b>	<b>2.0</b>	<b>58000</b>	<b>12</b>	<b>119480</b>	<b>119480</b>
<b>Admin/Data</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>.25</b>	<b>43930</b>	<b>12</b>	<b>11312</b>	<b>11312</b>
<b>Category Totals</b>				<b>\$185,253</b>	<b>\$185,253</b>
<b>Justification:</b>					
<p><b>The Program Director</b> will oversee the PIO project and direct the everyday activities of the Program Manager and Family Preservation Specialists/Educators. The Director will work closely with the FCS Admin/Data position and Fiscal Manager to ensure timely reporting to the state, as well as fiscal management of the grant funds flowing into the agency and working with the subcontractor, Girl Scouts of Eastern Oklahoma. The Director will collaborate with local partners and prison personnel to ensure program objectives and outcomes are met. The Director will also work with the Admin/Data staff to track evaluation and assist with reporting through the ERGO system, as well as provide process and outcome evaluation information for monthly, quarterly, semi-annual, and annual reports as needed by all stakeholders.</p> <p><b>The Family Preservation Specialists/Educators (2)</b> will work closely with the Program Director to carry out the goals and activities of the project in the target population within the prison system. The Educator supports family preservation and healing for justice-involved parents. The position delivers the evidence-based PIO curriculum in the prison setting, works with incarcerated parents to improve parenting skills, rebuild parent-child relationships, and promotes healthy family dynamics despite the challenges of incarceration. This position will provide the parenting education in a group setting in the prison system, help develop participant skills in emotional regulation and pro-social behavior; work closely with Girl Scouts of Eastern Oklahoma to coordinate and supervise structured parent-child visitations, helping to preserve and strengthen family bonds; link parents to basic needs and community resources; collect and track process and outcome data through pre- and post-program surveys and observational tools to assess parenting improvements, relationship quality, and program impact; collaborate with correctional facility staff, family members, and program partners to ensure smooth delivery of services, PIO program, and family-centered care.</p> <p><b>The Admin./Data position</b> will assist with the compilation, management, analysis, and reporting of evaluation data, as well as monitoring project performance and participant outcomes. The position ensures the service delivery is driven by accurate, actionable data and supports continuous quality improvement with input and collaboration with FCS staff and all project partners. The data position will track service delivery and measure outcomes specific to the prison parenting education and referrals and supports offered to incarcerated parents; monitor grant-specific performance indicators; ensure timely and accurate reporting aligned with funding requirements; meet all ERGO system reporting requirements; collaborate with project leadership to interpret data, identify trends, and recommend service improvements, based on analysis. The data position will also work closely with internal IT staff and external partners to ensure data accuracy, consistency, and system interoperability; create and maintain user-friendly dashboards and automated reports to provide visibility into program progress and support strategic planning.</p>					

<b>Fringe Benefits:</b> The benefit rate for full-time positions is generally higher than for part-time positions and includes the employer's share of FICA, 401k match, health benefits, worker's comp, etc.		
Budget Line Item	Requested Dollars	TOTAL
<b>Fringe Benefits</b>	<b>40756</b>	<b>40756</b>
<b>Category Totals</b>	<b>\$40,756</b>	<b>\$40,756</b>
<b>Justification:</b>		
Employee fringe benefits - 22% per FCS agency policy.		

**2. CONTRACTUAL**

<b>Contractual:</b> Include details about any work you will contract out. Include only organizations delivering or assisting with the delivery of services. No participant costs should be included in this category.		
Budget Line Item	Requested Dollars	TOTAL
	<b>85,000</b>	<b>85,000</b>

Category Totals	\$85,000	\$85,000
<p><b>Justification:</b> FCS will subcontract with Girl Scouts of Eastern Oklahoma's Girl Scouts Beyond Bars Program (GSBB) for parent/child visitation services, as a complementary component to the PIO curriculum. FCS will perform this service for parents the first year, and GSBB will provide these services. Through a partnership with Girl Scouts Beyond Bars (GSBB), parent-child visitation will be provided for eligible parents. These opportunities create dynamic and in-person interactions to repair bonds after separation while practicing skills learned through classroom instruction. Visitations will be coordinated and led by GSBB. Through this partnership, GSBB and FCS will review an individual's past and current criminal charges and any disciplinary problems along with prison staff to ensure eligibility and child-welfare permissions. Most importantly, visits must be in the best interest of the child(ren). FCS and GSBB staff will coordinate with the child's caregiver, and other relevant parties, such as OHS, to determine if a visit is appropriate. Participation in the parenting class does not guarantee that a visit will occur, but FCS will provide caregiver support including community resources, peer support groups, and information about therapeutic treatment and educational options for children and families. GSBB will provide frequent dinners at in-prison troop meetings, provide access to Schools-Out Programs, Summer Camps, and outdoor adventures. Through this partnership, we will ensure caregivers receive holiday assistance, birthday bags, and other support for childhood milestones.</p>		

### 3. OTHER

<p><b>Travel-Per Diem/Training.</b> Please include travel to an annual TANF Investment Cohort Meeting for 2 staff with one overnight (Locations may vary between OKC and Tulsa). Mileage should be calculated using the IRS mileage rate. Include local mileage/travel expenses for staff. This category only includes travel related costs for employees of the Local Entity. No participant costs should be included in this category.</p>		
Budget Line Item	Requested Dollars	TOTAL
Travel/mileage	26180	26180
Training	1700	1700
<b>Category Totals</b>	<b>\$27,880</b>	<b>\$27,880</b>
<p><b>Justification:</b> 2 days/week for 50 weeks/round trip for 2.75 FCS project staff traveling to and from Tulsa offices to Craig County for meetings and providing PIO curriculum at correction facility. Training for two new hires for the project @ \$850/per person.</p>		

<p><b>Supplies:</b> Includes things like program supplies, office supplies, printer rental, etc.</p>		
Budget Line Item	Requested Dollars	TOTAL
Cell phones/Data	2700	2700
Computers (3)	4650	4650
<b>Category Totals</b>	<b>\$7,350</b>	<b>\$7,350</b>
<p><b>Justification:</b> \$75/mo. for agency cell phone fees for three (3) staff. Three new computers for new staff members \$1550 each.</p>		

<p><b>Admin Costs/IDC: These are your estimated facility costs.</b> This includes expenses which benefit multiple programs such as facility costs, business/liability types of insurance, utilities, outsourced services i.e. accounting, human resources, etc.</p>		
<p>Include indirect costs per</p> <ol style="list-style-type: none"> <li>1) an approved federal NICRA, or</li> <li>2) cost allocation plan, or</li> <li>3) de minimis* calculation</li> </ol>		
<p>*de minimis rate may be applied as follows: 10% of modified total direct costs: direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward.</p>		
Budget Line Item	Requested Dollars	TOTAL
Data System Development	25000	25000
Indirect costs 12.20%	48297	48297
<b>Category Totals</b>	<b>\$73,297</b>	<b>\$73,297</b>
<p><b>Justification:</b> Data System Development: Funds are requested to support the development and enhancement of a secure, centralized data system to track, monitor, and report program activities, participant progress, and outcomes related to the Parenting Inside Out (PIO) program and associated caregiver services. This investment will allow Family &amp; Children's</p>		

Services to build or expand on its HIPAA-compliant Salesforce platform that integrates participant surveys, service delivery records, child contact records, caregiver engagement, and outcome metrics.

Indirect cost rate set for FCS @ 12.20%.

**Other:** Please explain any costs that do not fall into one of the above categories. Include ALL participant costs such as incentives, supports, food/snacks, parking/transportation. Also include other program costs such as recruitment materials, media, curriculum, staff training.

Budget Line Item	Requested Dollars	TOTAL
Recruitment	225	225
Background checks	150	150
PIO Program Supplies	11100	11100
Caregiver support	6660	6660
Translation Services English/Spanish	6500	6500
<b>Category Totals</b>	<b>\$24,635</b>	<b>\$24,635</b>

**Justification:** Recruitment cost for advertising and recruiting new hires for PIO project (only in year one). (\$75 x 3)

Background checks for new staff (\$50 x 3)

Program Supplies per PIO participant (\$75 per person x 148 participants) for instructional materials, folders, pencils, pens, binders, organizational tools for curriculum implementation and full participation in PIO each session.

Caregiver support, incentives, gas cards, refreshments 148 x \$45.

Translation services to offer PIO curriculum and materials in English and Spanish.

## CONTRACT YEAR 2

### Summary Budget Request:

Budget Line Item	Requested Dollars	Total
<b>Labor:</b>		
Personnel/Salaries	190811	190811
Fringe Benefits	41978	41978
<b>Contractual:</b>		
Contract A	85000	85000
Contract B		
<b>Other:</b>		
Travel/Per Diem/Training	26980	26980
Supplies	21300	21300
Admin Costs/IDC	41931	41931
Other		
<b>Total</b>	<b>\$363,000</b>	<b>\$363,000</b>

### Narrative/Detail Budget Request, including Justification:

#### 1. LABOR

**Personnel/Salaries:** Include position titles, staff names % of time allocated to the contract, annual salary, and # of months.

Staff Name / Title	% Time	Annual Salary	# Months	Requested Dollars	TOTAL
Program Director	.75	70500	12	56095	56095
Family Preservation Specialist/Educator (2)	2.0	58000	12	123064	123064
Admin/Data	-	-	-	-	-
	.25	43930	12	11651	11651

Category Totals	\$190811	\$190811
<p><b>Justification:</b>  <b>The Program Director</b> will oversee the PIO project and direct the everyday activities of the Program Manager and Family Preservation Specialists/Educators. The Director will work closely with the FCS Admin/Data position and Fiscal Manager to ensure timely reporting to the state, as well as fiscal management of the grant funds flowing into the agency and working with the subcontractor, Girl Scouts of Eastern Oklahoma. The Director will collaborate with local partners and prison personnel to ensure program objectives and outcomes are met. The Director will also work with the Admin/Data staff to track evaluation and assist with reporting through the ERGO system, as well as provide process and outcome evaluation information for monthly, quarterly, semi-annual, and annual reports as needed by all stakeholders.  <b>The Family Preservation Specialists/Educators (2)</b> will work closely with the Program Director to carry out the goals and activities of the project in the target population within the prison system. The Educator supports family preservation and healing for justice-involved parents. The position delivers the evidence-based PIO curriculum in the prison setting, works with incarcerated parents to improve parenting skills, rebuild parent-child relationships, and promotes healthy family dynamics despite the challenges of incarceration. This position will provide the parenting education in a group setting in the prison system, help develop participant skills in emotional regulation and pro-social behavior; work closely with Girl Scouts of Eastern Oklahoma to coordinate and supervise structured parent-child visitations, helping to preserve and strengthen family bonds; link parents to basic needs and community resources; collect and track process and outcome data through pre- and post-program surveys and observational tools to assess parenting improvements, relationship quality, and program impact; collaborate with correctional facility staff, family members, and program partners to ensure smooth delivery of services, PIO program, and family-centered care.  <b>The Admin./Data position</b> will assist with the compilation, management, analysis, and reporting of evaluation data, as well as monitoring project performance and participant outcomes. The position ensures the service delivery is driven by accurate, actionable data and supports continuous quality improvement with input and collaboration with FCS staff and all project partners. The data position will track service delivery and measure outcomes specific to the prison parenting education and referrals and supports offered to incarcerated parents; monitor grant-specific performance indicators; ensure timely and accurate reporting aligned with funding requirements; meet all ERGO system reporting requirements; collaborate with project leadership to interpret data, identify trends, and recommend service improvements, based on analysis. The data position will also work closely with internal IT staff and external partners to ensure data accuracy, consistency, and system interoperability; create and maintain user-friendly dashboards and automated reports to provide visibility into program progress and support strategic planning.</p>		

<p><b>Fringe Benefits:</b> The benefit rate for full-time positions is generally higher than for part-time positions and includes the employer's share of FICA, 401k match, health benefits, worker's comp, etc.</p>		
Budget Line Item	Requested Dollars	TOTAL
Fringe benefits	41978	41978
<b>Category Totals</b>	<b>\$41,978</b>	<b>\$41,978</b>
<p><b>Justification:</b>  <b>Employee fringe benefits - 22% per FCS agency policy.</b></p>		

## 2. CONTRACTUAL

<p><b>Contractual:</b> Include details about any work you will contract out. Include only organizations delivering or assisting with the delivery of services. No participant costs should be included in this category.</p>		
Budget Line Item	Requested Dollars	TOTAL
Sub-contract	85,000	85,000
<b>Category Totals</b>	<b>\$85,000</b>	<b>\$85,000</b>
<p><b>Justification:</b>  FCS will subcontract with Girl Scouts of Eastern Oklahoma's Girl Scouts Beyond Bars Program (GSBB) for parent/child visitation services, as a complementary component to the PIO curriculum. FCS will perform this service for parents the first year, and GSBB will provide these services. Through a partnership with Girl Scouts Beyond Bars (GSBB), parent-child visitation will be provided for eligible parents. These opportunities create dynamic and in-person interactions to repair bonds after separation while practicing skills learned through classroom instruction. Visitations will be coordinated and led by GSBB. Through this partnership, GSBB and FCS will review an individual's past and current criminal charges and any disciplinary problems along with prison staff to ensure eligibility and child-welfare permissions. Most importantly, visits must be in the best interest of the child(ren). FCS and GSBB staff will coordinate with the child's caregiver, and other relevant parties, such as OHS, to determine if a visit is appropriate. Participation in the parenting class does not guarantee that a visit will occur, but FCS</p>		

will provide caregiver support including community resources, peer support groups, and information about therapeutic treatment and educational options for children and families. GSBB will provide frequent dinners at in-prison troop meetings, provide access to Schools-Out Programs, Summer Camps, and outdoor adventures. Through this partnership, we will ensure caregivers receive holiday assistance, birthday bags, and other support for childhood milestones.

### 3. OTHER

**Travel-Per Diem/Training.** Please include travel to an annual TANF Investment Cohort Meeting for 2 staff with one overnight (Locations may vary between OKC and Tulsa). Mileage should be calculated using the IRS mileage rate. Include local mileage/travel expenses for staff. This category only includes travel related costs for employees of the Local Entity. No participant costs should be included in this category.

Budget Line Item	Requested Dollars	TOTAL
Travel/mileage	26180	26180
Training	800	800
<b>Category Totals</b>	<b>\$26,980</b>	<b>\$26,980</b>

**Justification: 2 days/week for 50 weeks/round trip for 2.75 FCS project staff traveling to and from Tulsa offices to Craig County for meetings and to provide PIO curriculum at correction facility.  
Ongoing training and refresher training for project (Family Preservation Specialists/Educators).**

**Supplies:** Includes things like program supplies, office supplies, printer rental, etc.

Budget Line Item	Requested Dollars	TOTAL
Cell phones/Data	2700	2700
<b>Category Totals</b>	<b>\$2,700</b>	<b>\$2,700</b>

**Justification: \$75/mo. for agency cell phone fees for three (3) staff.**

**Admin Costs/IDC: These are your estimated facility costs.** This includes expenses which benefit multiple programs such as facility costs, business/liability types of insurance, utilities, outsourced services i.e. accounting, human resources, etc.

Include indirect costs per

- 4) an approved federal NICRA, or
- 5) cost allocation plan, or
- 6) de minimis\* calculation

\*de minimis rate may be applied as follows: 10% of modified total direct costs: direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward.

Budget Line Item	Requested Dollars	TOTAL
Indirect cost rate 12.20%	41931	41931
<b>Category Totals</b>	<b>\$41,931</b>	<b>\$41,931</b>

**Justification:**

**Indirect cost rate set for FCS @ 12.20%.**

**Other:** Please explain any costs that do not fall into one of the above categories. Include ALL participant costs such as incentives, supports, food/snacks, parking/transportation. Also include other program costs such as recruitment materials, media, curriculum, staff training.

Budget Line Item	Requested Dollars	TOTAL
PIO Program Supplies	11625	11625
Caregiver support	6975	6975
<b>Category Totals</b>	<b>\$18,600</b>	<b>\$18,600</b>

**Justification: Program Supplies per PIO participant for instructional materials, folders, pencils, pens, binders, organizational tools for curriculum implementation and full participation in each session. 155 participants. Caregiver supports such as refreshments, gas cards, transportation assistance.**

## CONTRACT YEAR 3

### Summary Budget Request:

Budget Line Item	Requested Dollars	Total
<b>Labor:</b>		
Personnel/Salaries	196535	196535
Fringe Benefits	43238	43238
<b>Contractual:</b>		
Contract A	85000	85000
Contract B		
<b>Other:</b>		
Travel/Per Diem/Training	26980	26980
Supplies	22260	22260
Admin Costs/IDC	43020	43020
Other		
<b>Total</b>	<b>\$417,033</b>	<b>\$417,033</b>

**Narrative/Detail Budget Request, including Justification:**

**1. LABOR**

<b>Personnel/Salaries:</b> Include position titles, staff names % of time allocated to the contract, annual salary, and # of months.					
Staff Name / Title	% Time	Annual Salary	# Months	Requested Dollars	TOTAL
<b>Program Director</b>	.75	70500	12	57778	57778
<b>Family Preservation Specialist/Educator (2)</b>	2.0	58000	12	126756	126756
<b>Admin/Data</b>	-	-	-	-	-
	.25	43930	12	12001	12001
<b>Category Totals</b>				<b>\$196,535</b>	<b>\$196,535</b>
<b>Justification:</b>					
<p><b>The Program Director</b> will oversee the PIO project and direct the everyday activities of the Program Manager and Family Preservation Specialists/Educators. The Director will work closely with the FCS Admin/Data position and Fiscal Manager to ensure timely reporting to the state, as well as fiscal management of the grant funds flowing into the agency and working with the subcontractor, Girl Scouts of Eastern Oklahoma. The Director will collaborate with local partners and prison personnel to ensure program objectives and outcomes are met. The Director will also work with the Admin/Data staff to track evaluation and assist with reporting through the ERGO system, as well as provide process and outcome evaluation information for monthly, quarterly, semi-annual, and annual reports as needed by all stakeholders.</p> <p><b>The Family Preservation Specialists/Educators (2)</b> will work closely with the Program Director to carry out the goals and activities of the project in the target population within the prison system. The Educator supports family preservation and healing for justice-involved parents. The position delivers the evidence-based PIO curriculum in the prison setting, works with incarcerated parents to improve parenting skills, rebuild parent-child relationships, and promotes healthy family dynamics despite the challenges of incarceration. This position will provide the parenting education in a group setting in the prison system, help develop participant skills in emotional regulation and pro-social behavior; work closely with Girl Scouts of Eastern Oklahoma to coordinate and supervise structured parent-child visitations, helping to preserve and strengthen family bonds; link parents to basic needs and community resources; collect and track process and outcome data through pre- and post-program surveys and observational tools to assess parenting improvements, relationship quality, and program impact; collaborate with correctional facility staff, family members, and program partners to ensure smooth delivery of services, PIO program, and family-centered care.</p> <p><b>The Admin./Data position</b> will assist with the compilation, management, analysis, and reporting of evaluation data, as well as monitoring project performance and participant outcomes. The position ensures the service delivery is driven by accurate, actionable data and supports continuous quality improvement with input and collaboration with FCS staff and all project partners. The data position will track service delivery and measure outcomes specific to the prison parenting education and referrals and supports offered to incarcerated parents; monitor grant-specific performance indicators; ensure timely and accurate reporting aligned with funding requirements; meet all ERGO system reporting requirements; collaborate with project leadership to interpret data, identify trends, and recommend service improvements, based on analysis. The data position will also work closely with internal IT staff and external partners to ensure data accuracy, consistency, and system interoperability; create and</p>					

maintain user-friendly dashboards and automated reports to provide visibility into program progress and support strategic planning.

**Fringe Benefits:** The benefit rate for full-time positions is generally higher than for part-time positions and includes the employer's share of FICA, 401k match, health benefits, worker's comp, etc.

Budget Line Item	Requested Dollars	TOTAL
Fringe benefits	43238	43238
<b>Category Totals</b>	<b>\$43,238</b>	<b>\$43,238</b>

**Justification:**  
Employee fringe benefits - 22% per FCS agency policy.

## 2. CONTRACTUAL

**Contractual:** Include details about any work you will contract out. Include only organizations delivering or assisting with the delivery of services. No participant costs should be included in this category.

Budget Line Item	Requested Dollars	TOTAL
Subcontract	85000	85000
<b>Category Totals</b>	<b>\$85,000</b>	<b>\$85,000</b>

**Justification:**  
FCS will subcontract with Girl Scouts of Eastern Oklahoma's Girl Scouts Beyond Bars Program (GSBB) for parent/child visitation services, as a complementary component to the PIO curriculum. FCS will perform this service for parents the first year, and GSBB will provide these services. Through a partnership with Girl Scouts Beyond Bars (GSBB), parent-child visitation will be provided for eligible parents. These opportunities create dynamic and in-person interactions to repair bonds after separation while practicing skills learned through classroom instruction. Visitations will be coordinated and led by GSBB. Through this partnership, GSBB and FCS will review an individual's past and current criminal charges and any disciplinary problems along with prison staff to ensure eligibility and child-welfare permissions. Most importantly, visits must be in the best interest of the child(ren). FCS and GSBB staff will coordinate with the child's caregiver, and other relevant parties, such as OHS, to determine if a visit is appropriate. Participation in the parenting class does not guarantee that a visit will occur, but FCS will provide caregiver support including community resources, peer support groups, and information about therapeutic treatment and educational options for children and families. GSBB will provide frequent dinners at in-prison troop meetings, provide access to Schools-Out Programs, Summer Camps, and outdoor adventures. Through this partnership, we will ensure caregivers receive holiday assistance, birthday bags, and other support for childhood milestones.

## 3. OTHER

**Travel-Per Diem/Training.** Please include travel to an annual TANF Investment Cohort Meeting for 2 staff with one overnight (Locations may vary between OKC and Tulsa). Mileage should be calculated using the IRS mileage rate. Include local mileage/travel expenses for staff. This category only includes travel related costs for employees of the Local Entity. No participant costs should be included in this category.

Budget Line Item	Requested Dollars	TOTAL
Travel/mileage	26180	26180
Training	800	800
<b>Category Totals</b>	<b>\$26,980</b>	<b>\$26,980</b>

**Justification:** 2 days/week for 50 weeks/round trip for 2.75 FCS project staff traveling to and from Tulsa offices to Craig County for meetings and to provide PIO curriculum at correction facility.  
Ongoing training and refresher training for project (Family Preservation Specialists/Educators).

**Supplies:** Includes things like program supplies, office supplies, printer rental, etc.

Budget Line Item	Requested Dollars	TOTAL
Cell phones/Data	2700	2700
<b>Category Totals</b>	<b>\$2,700</b>	<b>\$2,700</b>

**Justification:** \$75/mo. for agency cell phone fees for three (3) staff.

**Admin Costs/IDC: These are your estimated facility costs.** This includes expenses which benefit multiple programs such as facility costs, business/liability types of insurance, utilities, outsourced services i.e. accounting, human resources, etc.  
 Include indirect costs per  
 7) an approved federal NICRA, or  
 8) cost allocation plan, or  
 9) de minimis\* calculation  
 \*de minimis rate may be applied as follows: 10% of modified total direct costs: direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward.

Budget Line Item	Requested Dollars	TOTAL
Indirect cost rate 12.20%	43020	43020
<b>Category Totals</b>	<b>\$43,020</b>	<b>\$43,020</b>

**Justification:**  
 Indirect cost rate set for FCS @ 12.20%.

**Other:** Please explain any costs that do not fall into one of the above categories. Include ALL participant costs such as incentives, supports, food/snacks, parking/transportation. Also include other program costs such as recruitment materials, media, curriculum, staff training.

Budget Line Item	Requested Dollars	TOTAL
PIO Program Supplies	12225	12225
Caregiver support	7335	7335
<b>Category Totals</b>	<b>\$19,560</b>	<b>\$19,560</b>

**Justification:** Program Supplies per PIO participant for instructional materials, folders, pencils, pens, binders, organizational tools for curriculum implementation and full participation in each session. 163 participants. Caregiver supports such as refreshments, gas cards, transportation assistance.

## CONTRACT YEAR 4

### Summary Budget Request:

Budget Line Item	Requested Dollars	Total
<b>Labor:</b>		
Personnel/Salaries	202431	202431
Fringe Benefits	44535	44535
<b>Contractual:</b>		
Contract A	85000	85000
Contract B	-	-
<b>Other:</b>		
Travel/Per Diem/Training	26980	26980
Supplies	23220	23220
Admin Costs/IDC	44137	44137
<b>Total</b>	<b>\$426,303</b>	<b>\$426,303</b>

### Narrative/Detail Budget Request, including Justification:

#### 4. LABOR

**Personnel/Salaries:** Include position titles, staff names % of time allocated to the contract, annual salary, and # of months.

Staff Name / Title	% Time	Annual Salary	# Months	Requested Dollars	TOTAL
Program Director	.75	70500	12	59511	59511
	2.0	58000	12	130559	130559

<b>Family Preservation Specialist/Educator (2)</b>	-	43930	-	12361		12361
<b>Admin/Data</b>	.25		12			
<b>Category Totals</b>				<b>\$202,431</b>		<b>\$202,431</b>
<b>Justification:</b>						
<p><b>The Program Director</b> will oversee the PIO project and direct the everyday activities of the Program Manager and Family Preservation Specialists/Educators. The Director will work closely with the FCS Admin/Data position and Fiscal Manager to ensure timely reporting to the state, as well as fiscal management of the grant funds flowing into the agency and working with the subcontractor, Girl Scouts of Eastern Oklahoma. The Director will collaborate with local partners and prison personnel to ensure program objectives and outcomes are met. The Director will also work with the Admin/Data staff to track evaluation and assist with reporting through the ERGO system, as well as provide process and outcome evaluation information for monthly, quarterly, semi-annual, and annual reports as needed by all stakeholders.</p> <p><b>The Family Preservation Specialists/Educators (2)</b> will work closely with the Program Director to carry out the goals and activities of the project in the target population within the prison system. The Educator supports family preservation and healing for justice-involved parents. The position delivers the evidence-based PIO curriculum in the prison setting, works with incarcerated parents to improve parenting skills, rebuild parent-child relationships, and promotes healthy family dynamics despite the challenges of incarceration. This position will provide the parenting education in a group setting in the prison system, help develop participant skills in emotional regulation and pro-social behavior; work closely with Girl Scouts of Eastern Oklahoma to coordinate and supervise structured parent-child visitations, helping to preserve and strengthen family bonds; link parents to basic needs and community resources; collect and track process and outcome data through pre- and post-program surveys and observational tools to assess parenting improvements, relationship quality, and program impact; collaborate with correctional facility staff, family members, and program partners to ensure smooth delivery of services, PIO program, and family-centered care.</p> <p><b>The Admin./Data position</b> will assist with the compilation, management, analysis, and reporting of evaluation data, as well as monitoring project performance and participant outcomes. The position ensures the service delivery is driven by accurate, actionable data and supports continuous quality improvement with input and collaboration with FCS staff and all project partners. The data position will track service delivery and measure outcomes specific to the prison parenting education and referrals and supports offered to incarcerated parents; monitor grant-specific performance indicators; ensure timely and accurate reporting aligned with funding requirements; meet all ERGO system reporting requirements; collaborate with project leadership to interpret data, identify trends, and recommend service improvements, based on analysis. The data position will also work closely with internal IT staff and external partners to ensure data accuracy, consistency, and system interoperability; create and maintain user-friendly dashboards and automated reports to provide visibility into program progress and support strategic planning.</p>						

<b>Fringe Benefits:</b> The benefit rate for full-time positions is generally higher than for part-time positions and includes the employer's share of FICA, 401k match, health benefits, worker's comp, etc.			
<b>Budget Line Item</b>	<b>Requested Dollars</b>	-	<b>TOTAL</b>
<b>Fringe benefits</b>	44535	-	44535
<b>Category Totals</b>	<b>\$44,535</b>		<b>\$44,535</b>
<b>Justification:</b>			
Employee fringe benefits - 22% per FCS agency policy.			

## 5. CONTRACTUAL

<b>Contractual:</b> Include details about any work you will contract out. Include only organizations delivering or assisting with the delivery of services. No participant costs should be included in this category.			
<b>Budget Line Item</b>	<b>Requested Dollars</b>		<b>TOTAL</b>
<b>Subcontract</b>	85000		85000
<b>Category Totals</b>	<b>\$85000</b>		<b>\$85,000</b>
<b>Justification:</b>			
<p>FCS will subcontract with Girl Scouts of Eastern Oklahoma's Girl Scouts Beyond Bars Program (GSBB) for parent/child visitation services, as a complementary component to the PIO curriculum. FCS will perform this service for parents the first year, and GSBB will provide these services. Through a partnership with Girl Scouts Beyond Bars (GSBB), parent-child visitation will be provided for eligible parents. These opportunities create dynamic and in-person interactions to repair bonds after separation while practicing skills learned through classroom instruction. Visitations will be coordinated and led by GSBB. Through this partnership, GSBB and FCS will review an individual's past and current criminal charges and any disciplinary problems along with prison staff to ensure eligibility and child-welfare permissions. Most importantly, visits must be in the best</p>			

interest of the child(ren). FCS and GSBB staff will coordinate with the child's caregiver, and other relevant parties, such as OHS, to determine if a visit is appropriate. Participation in the parenting class does not guarantee that a visit will occur, but FCS will provide caregiver support including community resources, peer support groups, and information about therapeutic treatment and educational options for children and families. GSBB will provide frequent dinners at in-prison troop meetings, provide access to Schools-Out Programs, Summer Camps, and outdoor adventures. Through this partnership, we will ensure caregivers receive holiday assistance, birthday bags, and other support for childhood milestones.

## 6. OTHER

**Travel-Per Diem/Training.** Please include travel to an annual TANF Investment Cohort Meeting for 2 staff with one overnight (Locations may vary between OKC and Tulsa). Mileage should be calculated using the IRS mileage rate. Include local mileage/travel expenses for staff. This category only includes travel related costs for employees of the Local Entity. No participant costs should be included in this category.

Budget Line Item	Requested Dollars		TOTAL
Travel/mileage	26180		26180
Training	800		800
<b>Category Totals</b>	<b>\$26,980</b>		<b>\$26,980</b>

**Justification:** 2 days/week for 50 weeks/round trip for 2.75 FCS project staff traveling to and from Tulsa offices to Craig County for meetings and providing PIO curriculum at correction facility.  
Ongoing training and refresher training for project (Family Preservation Specialists/Educators).

**Supplies:** Includes things like program supplies, office supplies, printer rental, etc.

Budget Line Item	Requested Dollars		TOTAL
Cell phones/Data	2700		2700
<b>Category Totals</b>	<b>\$2,700</b>		<b>\$2,700</b>

**Justification:** \$75/mo. for agency cell phone fees for three (3) staff.

**Admin Costs/IDC: These are your estimated facility costs.** This includes expenses which benefit multiple programs such as facility costs, business/liability types of insurance, utilities, outsourced services i.e. accounting, human resources, etc.

Include indirect costs per

- 10) an approved federal NICRA, or
- 11) cost allocation plan, or
- 12) de minimis\* calculation

\*de minimis rate may be applied as follows: 10% of modified total direct costs: direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward.

Budget Line Item	Requested Dollars		TOTAL
Indirect costs	44137		44137
<b>Category Totals</b>	<b>\$44,137</b>		<b>\$44137</b>

**Justification:**

Indirect cost rate set for FCS @ 12.20%.

**Other:** Please explain any costs that do not fall into one of the above categories. Include ALL participant costs such as incentives, supports, food/snacks, parking/transportation. Also include other program costs such as recruitment materials, media, curriculum, staff training.

Budget Line Item	Requested Dollars		TOTAL
PIO Program Supplies	12825		12825
Caregiver support	7695		7695
<b>Category Totals</b>	<b>\$20,520</b>		<b>\$20,520</b>

**Justification:** Program Supplies per PIO participant for instructional materials, folders, pencils, pens, binders, organizational tools for curriculum implementation and full participation in each session. 171 participants.  
Caregiver supports such as refreshments, gas cards, transportation assistance.

## CONTRACT YEAR 5

### Summary Budget Request:

Budget Line Item	Requested Dollars	Total
<b>Labor:</b>		
Personnel/Salaries	<b>208504</b>	<b>208504</b>
Fringe Benefits	<b>45871</b>	<b>45871</b>
<b>Contractual:</b>		
Contract A	<b>85000</b>	<b>85000</b>
Contract B	-	-
<b>Other:</b>		
Travel/Per Diem/Training	<b>26980</b>	<b>26980</b>
Supplies	<b>24300</b>	<b>24300</b>
Admin Costs/IDC	<b>45300</b>	<b>45300</b>
<b>Total</b>	<b>\$435,955</b>	<b>\$435,955</b>

### Narrative/Detail Budget Request, including Justification:

#### 7. LABOR

Personnel/Salaries: Include position titles, staff names % of time allocated to the contract, annual salary, and # of months.					
Staff Name / Title	% Time	Annual Salary	# Months	Requested Dollars	TOTAL
<b>Program Director</b>	.75	<b>70500</b>	<b>12</b>	<b>61297</b>	<b>61297</b>
<b>Family Preservation Specialist/Educator (2)</b>	2.0	<b>58000</b>	<b>12</b>	<b>134476</b>	<b>134476</b>
<b>Admin/Data</b>	-		-	-	-
	.25	<b>43930</b>	<b>12</b>	<b>12732</b>	<b>12732</b>
<b>Category Totals</b>				<b>\$208,505</b>	<b>\$208,505</b>
<b>Justification:</b>					
<p><b>The Program Director</b> will oversee the PIO project and direct the everyday activities of the Program Manager and Family Preservation Specialists/Educators. The Director will work closely with the FCS Admin/Data position and Fiscal Manager to ensure timely reporting to the state, as well as fiscal management of the grant funds flowing into the agency and working with the subcontractor, Girl Scouts of Eastern Oklahoma. The Director will collaborate with local partners and prison personnel to ensure program objectives and outcomes are met. The Director will also work with the Admin/Data staff to track evaluation and assist with reporting through the ERGO system, as well as provide process and outcome evaluation information for monthly, quarterly, semi-annual, and annual reports as needed by all stakeholders.</p> <p><b>The Family Preservation Specialists/Educators (2)</b> will work closely with the Program Director to carry out the goals and activities of the project in the target population within the prison system. The Educator supports family preservation and healing for justice-involved parents. The position delivers the evidence-based PIO curriculum in the prison setting, works with incarcerated parents to improve parenting skills, rebuild parent-child relationships, and promotes healthy family dynamics despite the challenges of incarceration. This position will provide the parenting education in a group setting in the prison system, help develop participant skills in emotional regulation and pro-social behavior; work closely with Girl Scouts of Eastern Oklahoma to coordinate and supervise structured parent-child visitations, helping to preserve and strengthen family bonds; link parents to basic needs and community resources; collect and track process and outcome data through pre- and post-program surveys and observational tools to assess parenting improvements, relationship quality, and program impact; collaborate with correctional facility staff, family members, and program partners to ensure smooth delivery of services, PIO program, and family-centered care.</p> <p><b>The Admin./Data position</b> will assist with the compilation, management, analysis, and reporting of evaluation data, as well as monitoring project performance and participant outcomes. The position ensures the service delivery is driven by accurate, actionable data and supports continuous quality improvement with input and collaboration with FCS staff and all project partners. The data position will track service delivery and measure outcomes specific to the prison parenting education and referrals and supports offered to incarcerated parents; monitor grant-specific performance indicators; ensure timely and accurate reporting aligned with funding requirements; meet all ERGO system reporting requirements; collaborate with project leadership to interpret data, identify trends, and recommend service improvements, based on analysis. The data position will also work</p>					

closely with internal IT staff and external partners to ensure data accuracy, consistency, and system interoperability; create and maintain user-friendly dashboards and automated reports to provide visibility into program progress and support strategic planning.

**Fringe Benefits:** The benefit rate for full-time positions is generally higher than for part-time positions and includes the employer's share of FICA, 401k match, health benefits, worker's comp, etc.

Budget Line Item	Requested Dollars	TOTAL
Fringe benefits	45871	45871
<b>Category Totals</b>	<b>\$45,871</b>	<b>\$45,871</b>

**Justification:**  
Employee fringe benefits - 22% per FCS agency policy.

## 8. CONTRACTUAL

**Contractual:** Include details about any work you will contract out. Include only organizations delivering or assisting with the delivery of services. No participant costs should be included in this category.

Budget Line Item	Requested Dollars	TOTAL
Subcontract	85000	85000
<b>Category Totals</b>	<b>\$85,000</b>	<b>\$85,000</b>

**Justification:**  
FCS will subcontract with Girl Scouts of Eastern Oklahoma's Girl Scouts Beyond Bars Program (GSBB) for parent/child visitation services, as a complementary component to the PIO curriculum. FCS will perform this service for parents the first year, and GSBB will provide these services. Through a partnership with Girl Scouts Beyond Bars (GSBB), parent-child visitation will be provided for eligible parents. These opportunities create dynamic and in-person interactions to repair bonds after separation while practicing skills learned through classroom instruction. Visitations will be coordinated and led by GSBB. Through this partnership, GSBB and FCS will review an individual's past and current criminal charges and any disciplinary problems along with prison staff to ensure eligibility and child-welfare permissions. Most importantly, visits must be in the best interest of the child(ren). FCS and GSBB staff will coordinate with the child's caregiver, and other relevant parties, such as OHS, to determine if a visit is appropriate. Participation in the parenting class does not guarantee that a visit will occur, but FCS will provide caregiver support including community resources, peer support groups, and information about therapeutic treatment and educational options for children and families. GSBB will provide frequent dinners at in-prison troop meetings, provide access to Schools-Out Programs, Summer Camps, and outdoor adventures. Through this partnership, we will ensure caregivers receive holiday assistance, birthday bags, and other support for childhood milestones.

## 9. OTHER

**Travel-Per Diem/Training.** Please include travel to an annual TANF Investment Cohort Meeting for 2 staff with one overnight (Locations may vary between OKC and Tulsa). Mileage should be calculated using the IRS mileage rate. Include local mileage/travel expenses for staff. This category only includes travel related costs for employees of the Local Entity. No participant costs should be included in this category.

Budget Line Item	Requested Dollars	TOTAL
Travel/mileage	26180	26180
Training	800	800
<b>Category Totals</b>	<b>\$26,980</b>	<b>\$26,980</b>

**Justification:** 2 days/week for 50 weeks/round trip for 2.75 FCS project staff traveling to and from Tulsa offices to Craig County for meetings and providing PIO curriculum at correction facility.  
Ongoing training and refresher training for project (Family Preservation Specialists/Educators).

**Supplies:** Includes things like program supplies, office supplies, printer rental, etc.

Budget Line Item	Requested Dollars	TOTAL
Cell phones/Data	2700	2700
<b>Category Totals</b>	<b>\$2,700</b>	<b>\$2,700</b>

**Justification:** \$75/mo. for agency cell phone fees for three (3) staff.

**Admin Costs/IDC: These are your estimated facility costs.** This includes expenses which benefit multiple programs such as facility costs, business/liability types of insurance, utilities, outsourced services i.e. accounting, human resources, etc.

Include indirect costs per

- 13) an approved federal NICRA, or
- 14) cost allocation plan, or
- 15) de minimis\* calculation

\*de minimis rate may be applied as follows: 10% of modified total direct costs: direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward.

Budget Line Item	Requested Dollars	TOTAL
Indirect cost	45300	45300
<b>Category Totals</b>	<b>\$45,300</b>	<b>\$45,300</b>

**Justification:**  
**Indirect cost rate set for FCS @ 12.20%.**

**Other:** Please explain any costs that do not fall into one of the above categories. Include ALL participant costs such as incentives, supports, food/snacks, parking/transportation. Also include other program costs such as recruitment materials, media, curriculum, staff training.

Budget Line Item	Requested Dollars	TOTAL
PIO Program Supplies	13500	13500
Caregiver support	8100	8100
<b>Category Totals</b>	<b>\$21,600</b>	<b>\$21,600</b>

**Justification: Program Supplies per PIO participant for instructional materials, folders, pencils, pens, binders, organizational tools for curriculum implementation and full participation in each session. 180 participants. Caregiver supports such as refreshments, gas cards, transportation assistance.**

Contractor Signature: \_\_\_\_\_ Date: 07/29/2025

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










# Agency Contract for DHS with Family & Children's Services- Craig County


Final Audit Report

2025-10-02

Created:	2025-10-02
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 Agreement completed.

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