



The Oklahoma Department of Corrections Contracts & Acquisitions Unit

3400 N. Martin Luther King Blvd, Oklahoma City, OK 73111
Fax (405) 425-2574



Request for Proposal #1310004020

Bid Title: Unemployment Claims Management - Agency-wide

DOC Buyer: David Williams

E-mail Address: david.williams@doc.ok.gov

TIMETABLE	Date	Time
ITB/RFP Issue Date:	04/22/2016	
Questions Due by:	05/05/2016	2:00 pm CT
All Amendments will be posted by:	05/12/2016	2:00 pm CT
• CLOSING DATE (PACKET #1 DUE)	05/19/2016	2:00 pm CT

Packet # 1 MANDATORY RETURN	
Page #	Bid Package Contents
1-2	Signatory Form
3	Non-Collusion Certification
4	Professional Services Contract Certification (As Required)
5-9	Responding Bidder Information
10	Audit & Records Clause
1-2	Request for Quote, Proposal

Packet # 2 DO NOT RETURN	
Page #	Package Contents
1-13	Request for Proposal
1-9	General Provisions
1-6	Attachment A
	Other:

SUBMIT BID RESPONSES TO:
DEPARTMENT OF CORRECTIONS
CONTRACTS & ACQUISITIONS
P.O. Box 18919
OKLAHOMA CITY, OK 73154

OR

For Courier Service, PHYSICAL:
DEPARTMENT OF CORRECTIONS
CONTRACTS & ACQUISITIONS
2ND FLOOR ROOM 229
3400 N. MARTIN LUTHER KING BLVD
OKLAHOMA CITY, OK 73111

The envelope containing your Bid/Proposal response is to be annotated on the outside front lower left hand corner of the envelope with the contract bid number, closing date and time. If the Bid/Proposal is mailed by special courier (FedEx, UPS, USPS Priority Mail) then the Bid/Proposal response must be enclosed in a separate appropriately marked envelope within the courier's packaging. Failure to provide this information on the envelope may result in the bid not being considered. Do not submit bids by fax or electronically.

SEALED BIDS ARE REQUIRED
THE REQUEST FOR PROPOSAL IS SUBJECT TO CHANGE

There may be one or more amendments to this Bid.

Please do not include any unsolicited items, i.e. business cards, introduction letters unless specifically requested.



OKLAHOMA DEPARTMENT OF CORRECTIONS
REQUEST FOR BID/PROPOSAL
SIGNATORY FORM
Packet # 1



A| SOLICITATION # : 1310004020

B| FOR: Unemployment Claims Management - Agency

C| PURSUANT TO OKLAHOMA STATUTES, REGULATIONS AND EXECUTIVE ORDERS, BIDS/PROPOSALS WHICH FAIL TO CONFORM WITH THE FOLLOWING REQUIREMENTS MAY BE REJECTED BY DOC IF FOUND TO BE MATERIAL

- 1) ALL QUESTIONS AND CORRESPONDENCE SHALL BE MADE IN WRITING BY E-MAIL OR FAX. ALL PHONE CALLS RECEIVED CONCERNING BIDS WILL BE NOTIFIED TO FOLLOW THIS POLICY.**
- 2) The "Authorized Signature" on all pages of the Solicitation Request should be signed by the bidder's authorized representative.**
- 3) It is the bidder's sole responsibility to ensure that proposals are received by DOC's Contracts & Acquisition Unit on or before the posted bid/proposal closing date and time. Under no circumstances will DOC be responsible for vendor's, U.S. mail's or special courier's failure to make timely delivery of the bid response. Official time/date stamp within the DOC Contracts & Acquisition Unit is the Official Time of the bid's delivery and DOC's receipt thereof.**
- 4) The envelope containing your Bid/Proposal response shall be annotated on the outside front lower left hand corner of the envelope with the bid number, closing date, closing time and buyer's name.**
- 5) The Bid/Proposal shall include all price information. Bid/Proposal prices shall include delivery/freight charges of all items (F.O.B. Destination). Price quotes shall be firm through issuance of contract.**
- 6) Bidder's response may not be withdrawn for a period of thirty (30) days after the Bid/Proposal closing date.**
- 7) Bids/Proposals for Services: Work is to commence within ten (10) days after receipt of a Purchase Order unless notified to the contrary either in the DOC's bid or specifications or written authorization from DOC.**
- 8) Bids/Proposals for Products – Products will be delivered within ten (10) days after notification of the award, unless notified to the contrary on the bid, or by written authorization from DOC.**
- 9) All Bid/Proposal prices shall be type or written in ink on the bid/proposal form.**
- 10) All corrections, white-outs, erasures, re-striking or type, or other forms of alteration, or the appearance of alteration, to unit and/or total prices will be initialed in ink by the bidder.**
- 11) The bidder shall complete and submit, and accompanying the Bid/Proposal, the attached Non-Collusion Certification and Signatory page.**
- 12) The Non-Collusion Certification shall be signed and returned with the bid.**
- 13) Subsequent Written Contract: Contract may not be awarded to successful bidder on determination or notice or successful bidder, and may be awarded only after acceptance by DOC of subsequently written contract. If the parties are unable to reach such written agreement, DOC reserves the right to enter into such a written contract with the next successful bidder, or reject all bids and/or rebid the project/request.**
- 14) The Department of Corrections reserves the right to reject any and all bids and responses.**
- 15) Requests for "Tab Sheets" shall be made in writing or by email to the contracting officer and only after bid is awarded.**

Signatory Form



**OKLAHOMA DEPARTMENT OF CORRECTIONS
REQUEST FOR BID/PROPOSAL
SIGNATORY FORM
Packet # 1**



SOLICITATION # : 1310004020

D| ADDITIONAL REQUIREMENTS:

E| THIS SECTION TO BE COMPLETED BY BIDDER

DELIVERY CAN BE MADE _____ DAYS, OR _____ WEEKS AFTER RECEIPT OF PURCHASE ORDER.

Signature of the bidder attests that the bidder has read, understands, and agrees to all terms, conditions, and specifications set forth in the request for bid/proposal, including all addenda, furthermore, signature by the bidder signifies that the request for bid/proposal and the responsive bid/proposal constitutes a contract immediately upon notice of acceptance of the bid/proposal by the state of Oklahoma for any or all of the items bid, and for the length of time indicated in the request for bid/proposal. Failure to accept the contract within the time period indicated in the request for bid/proposal, or failure to hold prices or meet any other terms and conditions as defined in either the request for bid/proposal or during the term of the contracts, shall constitute a breach and may result in suspension or debarment from further state bidding. A defaulting contractor may also be liable, at the option of the state, for the difference between the contract price and the price bid by an alternate vendor or the goods or services in addition to other remedies available.

F| SIGNATURE OF BIDDER

G| NAME OF FIRM

H| PRINT/TYPE NAME AND TITLE

I| DATE

Signatory Form



**State of Oklahoma
Department of Corrections**

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

NOTE: A certification shall be included with any competitive bid and/or contract exceeding \$5,000.00 submitted to the State for goods or services.

Solicitation or Purchase Order #: _____

Supplier Legal Name: _____

SECTION I [74 O.S. § 85.22]:

A. For purposes of competitive bid,

1. I am the duly authorized agent of the above named bidder submitting the competitive bid herewith, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to said bid;
2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and
3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party:
 - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
 - b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract, nor
 - d. to any collusion with any state agency or political subdivision official or employee as to create a sole-source acquisition in contradiction to Section 85.45j.1. of this title.

B. I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this contract herein.

SECTION II [74 O.S. § 85.42]:

For the purpose of a contract for services, the supplier also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the supplier to fulfill any of the services provided for under said contract.

The undersigned, duly authorized agent for the above named supplier, by signing below acknowledges this certification statement is executed for the purposes of:

the competitive bid attached herewith and contract, if awarded to said supplier;

OR

the contract attached herewith, which was not competitively bid and awarded by the agency pursuant to applicable Oklahoma statutes.

Supplier Authorized Signature

Certified This Date

Printed Name

Title

Phone Number

Email

Fax Number



**State of Oklahoma
Department of Corrections**

**Professional Services Contract
Certification**

Solicitation or Purchase Order #: _____

Supplier Legal Name: _____

A. In accordance with 74 O.S. § 85.42, the supplier named herein certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the supplier to fulfill any of the services provided for under said contract.

B. In accordance with 74 O.S. § 85.41, if this contract is for professional services as defined in 74 O.S. § 85.2, and if the final product is a written proposal, report, or study, the supplier named herein further certifies that (s)he has not previously provided the state agency or any other state agency with a final product that is a substantial duplication of the final product of the proposed contract.

Signature

Date

Printed Name

Title



State of Oklahoma
Department of Corrections

Responding Bidder Information

"Certification for Competitive Bid and Contract" MUST be submitted along with the response to the Solicitation.

1. RE: Solicitation # _____

2. Bidder General Information:

FEI / SSN : _____ VEN ID: _____
Company Name: _____

3. Bidder Contact Information:

Address: _____
City: _____ State: _____ Zip Code: _____
Contact Name: _____
Contact Title: _____
Phone #: _____ FAX#: _____
Email: _____ Website: _____

4. Oklahoma Sales Tax Permit (Required for ALL Solicitations):

- YES - Permit #: _____
NO - Exempt pursuant to Oklahoma Laws or Rules - fill out attached "Sales Tax Statement of Exemption" form on Page 6. For additional assistance: http://www.tax.ok.gov/faq/faqbussales.html

5. Registration with the Oklahoma Secretary of State (Required If Bid Exceeds \$25,000):

- YES - Filing Number: _____
NO - Exempt pursuant to Oklahoma Laws or Rules - fill out attached "Secretary of State Statement of Exemption" form on Page 7. For additional assistance: http://www.sos.ok.gov or 405-521-3911.

6. Workers' Compensation Insurance Coverage (Required for ALL Solicitations):

Bidder is required to provide with the bid a certificate of insurance showing proof of compliance with the Oklahoma Workers' Compensation Act.
YES - include a certificate of insurance with the bid
NO - Exempt from Workers' Compensation Insurance - fill out attached "Affidavit of Exempt Status Under The Workers' Compensation Act" form on Pages 8-9. For additional assistance: http://www.ok.gov/oid/Consumers/Workers'_Compensation_Information.html

7. General Liability and Automobile Insurance Coverage (Required for ALL Solicitations):

- Include a certificate of insurance with the bid

Authorized Signature _____ Date _____

Printed Name _____ Title _____

AFFIDAVIT OF EXEMPT STATUS UNDER THE WORKERS' COMPENSATION ACT

State of Oklahoma

County of _____)

I, _____ state under oath as follows:

1. I, _____ (Name of individual) operating as _____ (independent contractor's business name), have agreed to provide services to _____ (Contractor) during calendar year _____.
2. I have read, signed and attached the Exempt Status Fact Sheet and understand that an Independent Contractor is one who engages to perform certain services for another, according to his own manner, method, free from control and direction of his contractor in all matters connected with the performance of the service, except as to the result or product of the work.
3. I understand that based upon the representations in this Affidavit of Exempt Status, I am requesting _____ (Insert contractor's name) to consider my business to be that of an independent contractor; **that I am not an employee under the Workers' Compensation Act** and the policy issued by _____ (Insurance Carrier); and that no premium be charged for the services performed by my business during the policy year.
4. **I am an independent contractor, not an employee of the contractor. I do not want workers' compensation insurance and understand that I am not eligible for Workers' Compensation benefits.**
5. I will obtain workers' compensation and employers' liability insurance for my employees if I have employees, unless they are otherwise exempt from the requirements of the Workers' Compensation Act.
6. The information I have provided is not the result of force, threats, coercion, compulsion or duress.
7. I understand that the execution of the affidavit shall establish a rebuttable presumption that the executor is not an employee for purposes of the Workers' Compensation Act.
8. I understand that the execution of an affidavit shall not affect the rights or coverage of any employee of the individual executing the affidavit.
9. I will be responsible for any taxes, penalties, interest or liabilities assessed against the contractor if I am determined by a governmental agency to be the employee of the Contractor.
10. I understand that knowingly providing false information on an Affidavit of Exempt Status Under the Workers' Compensation Act shall constitute a felony.

Independent Contractor (Executor) Signature

Date _____ Name _____ Title _____

Signature _____ Business Name _____

Notary Public

Signed and sworn to before me on this ____ day of _____, 20__ by _____.

_____ My Commission Expires: _____ My Commission # _____

Notary Public

This form is to be signed and notarized at the start of a job/project for this contractor and is good for the job/project or any similar job/project performed for the contractor for one year from the date of notary.

Note: Employers who knowingly and willfully require an employee or subcontractor to execute an affidavit when the employer knows that the employee or subcontractor is required to be covered under a workers' compensation insurance policy shall be liable for a civil penalty of up to \$1,000.00 per offense. (36 OS §§924.5)

EXEMPT STATUS FACT SHEET

An independent contractor is defined by law as one who engages to perform certain services for another, according to his own manner and method, free from control and direction of his contractor in all matters connected with the performance of the service, except as to the result or product of the work.

Below are statements to help you decide if you are an independent contractor. No one statement is controlling, and your status is based on all the facts in your situation. If a statement describes your situation, then check the box. If at least six of the statements below do not describe your business, you should not sign the attached Affidavit of Exempt Status Under the Workers' Compensation Act.

- 1. The nature of the contract between you and the contractor shows you are independent from the contractor. For example: Is there a written contract where you agree that you are an independent contractor? Are you a corporation or limited liability company? Do you maintain commercial general liability insurance or other business insurance?
- 2. The contractor exercises very little control over your work. For example: By the agreement, can the contractor exercise control on the details of the work or your independence? Do you exercise control over most of the details of the work? Do you create plans or specifications for the job? Do you set your own work hours?
- 3. You are engaged in a distinct occupation or business for others. For example: Do you work for companies or individuals other than the Contractor? Do you work for competitors of the Contractor? Does your business have a logo or uniform?
- 4. Your job is the kind of occupation where the work is usually performed by a specialist without supervision, and not under the direction of the contractor. For example: Is your work supervised by the Contractor?
- 5. Your occupation requires special skills, license, education or training.
- 6. The contractor does not supply the things needed to perform your job such as the tools and the place of work. For example: Do you supply any of the materials or tools for the work? Do you operate a vehicle owned by the contractor? Was the work performed at your business or the contractor's business location or jobsite? Do you wear a uniform supplied by the contractor?
- 7. The length of the job and how long you have worked for the Contractor does not show that you are really an employee. For example: Is this a one-time job, or will you be doing this for the contractor regularly?
- 8. You are paid as a separate contractor, not as an employee. For example: Do you invoice the Contractor for your services? Are you paid by the job? Do you file a federal income tax return for your business? Do you expect to receive an IRS Form 1099 from the Contractor? Does the Contractor pay your expenses?
- 9. Your work is not the regular business of the employer. For example: Is your work customarily done in the Contractor's line of business or as part of the Contractor's daily work? Have you ever been an employee of the Contractor? Do you work with other people hired by the Contractor on the work you perform?
- 10. You do not consider yourself an employee of the contractor. For example: Will the Contractor withhold taxes or monies from your payment? Have you ever been an employee of the Contractor? Have you or your employees ever filed an insurance claim against the Contractor?
- 11. You do not have the right to terminate the relationship without liability. For example: If you quit before the job is finished, is there a penalty?

Based upon these factors, do you believe that you are an independent contractor with exempt status?

(WRITE YES OR NO)

Signature _____
(INDEPENDENT CONTRACTOR/EXECUTOR)

Note: Employers who knowingly and willfully require an employee or subcontractor to execute an affidavit when the employer knows that the employee or subcontractor is required to be covered under a workers' compensation insurance policy shall be liable for a civil penalty of up to \$1,000.00 per offense. (36 OS §§924.5)



OKLAHOMA DEPARTMENT OF CORRECTIONS
Audits & Record Clause
Packet # 1



A| SOLICITATION # : 1310004020

B| FOR: Unemployment Claims Management - Agency

Vendor to complete sections C thru I.

C| Vendor:

D| Vendor to read the following statement:

a) As used in this clause, records includes books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form, in accepting any contract with the state, the successful bidder agrees any pertinent state or federal agency will have the right to execution of the resultant contract.

B) The successful bidder is required to retain all records relative to this contract for the duration of the contract term and for a period of seven (7) years following completion or termination of the contract. If an audit, litigation, or other action, involving such records, are started before the end of the seven (7) year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved or until the end of the seven (7) year retention period, whichever is later.

E| Signature of Vendor Representative

F| Phone:

G| Date:

H| Printed Name of Vendor Representative

I| Title of Representative Signing



SOLICITATION REQUEST

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

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

Request Quote ID.	Date	Buyer	Page
1310004020	03/10/2016	David Williams	1
Payment Terms	DateTime Quote Open	Closing	
0 Days	04/22/2016 10:01 AM	05/19/2016 02:00 PM	

Requisition Number Reference: From Req ID - 1310018360

Ship To: DEPARTMENT OF CORRECTIONS
CENTRAL HUMAN RESOURCES UNIT
3400 N. MARTIN LUTHER KING AVE
OKLAHOMA CITY OK 731114298

Bill To: DEPARTMENT OF CORRECTIONS
CENTRAL HUMAN RESOURCES UNIT
3400 N. MARTIN LUTHER KING AVE
OKLAHOMA CITY OK 731114298

Supplier:

Address: _____

Address: _____

City: _____ ST: _____ ZIP: _____

Line	Cat CD / Item # - Descr	
1	84131608 / 1000010236	SERVICE:Insurance claim administration

Contract For Professional Management And Control Of Unemployment Compensation Claims For The Oklahoma Department Of Corrections In Accordance With The Attached Request For Proposal (RFP)

Year One Price 07-01-2016 thru 06-30-2017 \$ _____ Per Year

Year Two Price 07-01-2017 thru 06-30-2018 \$ _____ Per Year

Year Three Price 07-01-2018 thru 06-30-2019 \$ _____ Per Year

Year Four Price 07-01-2019 thru 06-30-2020 \$ _____ Per Year

Year Five Price 07-01-2020 thru 06-30-2021 \$ _____ Per Year

Year Six Price 07-01-2021 thru 06-30-2022 \$ _____ Per Year

Year Seven Price 07-01-2022 thru 06-30-2023 \$ _____ Per Year

Year Eight Price 07-01-2023 thru 06-30-2024 \$ _____ Per Year

Year Nine Price 07-01-2024 thru 06-30-2025 \$ _____ Per Year

Year Ten Price 07-01-2025 thru 06-30-2026 \$ _____ Per Year

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

Lead Time: _____

Supplier Remarks:**COMMENTS:**

Request for definite quantity contract.

Requested initial contract period: 7-1-2016 thru 6-30-2017
with options to renew for nine (9) additional one year periods at the same terms and conditions.

Requested agreement period: 7-1-2016 thru 6-30-2026.

TERMINATION FOR CAUSE: The supplier may terminate the Contract for default or other just cause with a 30-day written request and upon written approval from DOC. The State may terminate the Contract for default or any other just cause upon a 30-day written notification to the supplier. The State may terminate the Contract immediately, without a 30-day written notice to the supplier, when violations are found to be an impediment to the function of an agency and detrimental to its cause, when conditions preclude the 30-day notice, or when DOC determines that an administrative error occurred prior to Contract performance. If the Contract is terminated, the State shall be liable only for payment for products and/or services delivered and accepted.

TERMINATION FOR CONVENIENCE: The State may terminate the Contract, in whole or in part, for convenience if DOC determines that termination is in the State's best interest. The agency shall terminate the

This is NOT AN ORDER

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

Authorized Signature

BIDDER SIGN ABOVE



SOLICITATION REQUEST

Request for Quote

Request for Proposal

Request for Bid

Dispatch via Print

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

Request Quote ID.	Date	Buyer	Page
1310004020	03/10/2016	David Williams	2
Payment Terms	DateTime	Quote Open	Closing
0 Days	04/22/2016 10:01 AM	05/19/2016 02:00 PM	

Requisition Number Reference: From Req ID - 1310018360

Ship To: DEPARTMENT OF CORRECTIONS
CENTRAL HUMAN RESOURCES UNIT
3400 N. MARTIN LUTHER KING AVE
OKLAHOMA CITY OK 73114298

Bill To: DEPARTMENT OF CORRECTIONS
CENTRAL HUMAN RESOURCES UNIT
3400 N. MARTIN LUTHER KING AVE
OKLAHOMA CITY OK 73114298

Supplier:

Address: _____
Address: _____
City: _____ ST: _____ ZIP: _____

Line

Contract by delivering to the supplier a Notice of Termination for Convenience specifying the terms and effective date of Contract termination. The Contract termination date shall be a minimum of 60 days from the date the Notice of Termination for Convenience is issued by the agency. If the Contract is terminated, the State shall be liable only for products and/or services delivered and accepted, and for costs and expenses (exclusive of profit) reasonably incurred prior to the date upon which the Notice of Termination for Convenience was received by the supplier.

FUNDING: Due to possible future reductions in State and/or Federal appropriations, the Department cannot guarantee the continued availability of funding for this contract. In the event funds to finance this contract become unavailable, either in full or in part, due to such reductions in appropriations, the Department may terminate or reduce the contract in consideration and upon notice in writing to the Vendor. The Department shall be the final authority as to the availability of funds. In the event of non-appropriation of discontinuance of funding for this contract, the Vendor will be paid for products and/or services provided up to the effective date of termination.

NOTICE TO VENDORS

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

Security requirements may include, but are not limited to:

Identification: All employees, agents, and representatives of the Contractor, while working on State property, shall carry or display acceptable identification.

Vehicle Security: Drivers must turn off vehicle motors and lock cab doors whenever their truck is unattended. Trucks shall be searched prior to entry and exit, causing up to a 30 minute delay each way.

Offender Contact: Contractors employees, agents, and representatives shall minimize interaction with offenders or patients, and shall report any verbal contact to DOC facility security staff before leaving the site.

Subject to Search: All persons, vehicles, packages and equipment entering a DOC facility are subject to search. Persons are typically pat searched and required to clear metal detection devices. Packages, briefcases, purses, etc. may be searched with x-ray equipment. Drug K-9 may also be used to search persons, vehicles, packages, and equipment.

Contraband: Contractors employees, agents, and representatives shall not have any weapons (including jack knives or box cutters), cell phones, pagers, drugs, tobacco products or any item deemed by facility to be potential contraband. Correctional officers can hold these items for delivery drivers at the delivery sally-port and return them as the driver exits the grounds. Any illegal items shall not be returned and shall be reported to local law enforcement.

Security Clearance: Contractors employees, agents, and representatives who enter secure facilities shall have prior approval to enter from facility security staff, generally involving a background check to ensure that they are not convicted felons. The Contractor shall submit background check requests a minimum of two weeks prior to arriving at the facility. At the facilities discretion, Contractor shall comply with any requests to reassign a Contractor employee, agent, or representative, whether or not the individual has passed the background check if it is determined by facility that there is a security concern.

Tobacco Use Prohibited: The use of tobacco products is prohibited throughout all indoor and outdoor areas of property owned, leased, loaned or under the control of DOC, including parking lots owned or under the control of DOC.

This is NOT AN ORDER

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

Authorized Signature

BIDDER SIGN ABOVE

Section 1 - INTRODUCTION

This Request for Proposal (RFP) is from the Oklahoma Department of Corrections (referred to hereafter as "ODOC") and is being conducted in accordance with the requirements of 74 O.S., Section 85.1, et seq al, The Oklahoma Central Purchasing Act.

All terms and conditions herein along with the selected bid Offeror's proposal become the basis for the contract between ODOC and the successful Offeror. By submitting a proposal to this RFP, the Offeror agrees to comply with the provisions of the Oklahoma Central Purchasing Act and all of the terms and conditions contained herein.

One (1) contract is anticipated to be awarded to one (1) successful Offeror for the total professional management and control of the Oklahoma Department of Corrections' unemployment insurance costs.

ODOC is an agency of the State of Oklahoma that serves the State by providing supervision, care and custody of incarcerated and community supervised criminal adult offenders. The agency's stated mission is to protect the general public, the employees of ODOC and the offenders in its care.

These services are provided throughout the State in seventeen (17) prisons, six (6) community corrections centers, fifteen (15) community work centers, probation and parole offices in every county, contract facilities including local county jails, halfway houses and contract prisons, and administrative offices.

As of April 8th, 2016, ODOC provides supervision and/or direct care and custody for a total of 55,820 convicted offenders at all levels of supervision from community to minimum, medium and maximum security.

All employees of ODOC are covered by the provisions of the Oklahoma Unemployment Insurance program. Currently, ODOC reimburses the Oklahoma Unemployment Insurance Trust Fund, dollar-for-dollar, for benefits paid to former ODOC employees who are claimants.

For the initial one year contract period, ODOC projects approximately 150-160 claims will be filed by former ODOC employees, with representation needed for approximately 25-35 hearings.

The gross payroll of ODOC for the fiscal year ending June 30, 2015 was approximately \$169,507,840.00.

Quarterly, ODOC receives a billing from the Oklahoma Unemployment Insurance Trust Fund for benefits paid to former employees.

The Contractor will receive all report notices and correspondence from the Oklahoma Employment Security Commission. The Contractor will also have the responsibility to determine the need to and

protest the claims, if a protest is appropriate. ODOC will average about 4,000 employees across the state, with jobs ranging from administrative to actual physical control of offenders.

Section 2 - OBJECTIVES

The specific objectives for the contract are:

- 2.1 To provide the total professional management and control of ODOC's unemployment insurance costs.
- 2.2 To save money for ODOC.
- 2.3 To produce management reports which will assist ODOC in future decision making regarding unemployment insurance, and to allow ODOC to properly evaluate the performance of the Contractor managing unemployment insurance for ODOC.
- 2.4 To educate managers and supervisors in methods to reduce unemployment insurance costs, and in the factors considered by the Employment Security Commission in determining unemployment compensation eligibility.
- 2.5 To prevent persons from receiving unemployment insurance benefits who are not entitled to them.
- 2.6 To audit billings for correctness; to ensure no unwarranted charges are billed to ODOC; to protest billing errors; to ensure that proper credit for billing errors is received by ODOC.

Section 3 - CONTRACT PERIOD

The initial contract period shall be July 1, 2016 through June 30, 2017, with options to renew for nine additional one year periods at the same terms and conditions. Renewal shall be at the discretion of ODOC and shall be based upon Contractor performance, funding availability, and the continuation of need for these services.

Section 4 - STATEMENT OF WORK

- 4.1 The Contractor will provide technical assistance and training to ODOC personnel on the proper methods and procedures for terminations, and the pertinent laws and regulation that ODOC personnel must know in order to avoid payments to claimants who are not entitled to them. The Contractor will assist ODOC in determining the need for training sessions and the

REQUEST FOR PROPOSAL (RFP)

UNEMPLOYMENT COMPENSATION CLAIMS MANAGEMENT

OKLAHOMA DEPARTMENT OF CORRECTIONS

promulgation of training materials to those individuals needing them. The specific tasks to be performed in this area and the techniques used will be at the discretion and judgment of ODOC and Contractor. When applicable, the Contractor will report specific accomplishments in the area of training in the quarterly reports. See Section 5 for additional information regarding training requirements.

4.2 The Contractor will establish a centralized control over all claims against ODOC. This will include establishing and implementing a procedure whereby units are contacted within four days regarding all claims filed.

4.3 The Contractor will establish and implement an ongoing audit program to ensure the ODOC pays claims only to former employees who are, in fact, entitled to the benefits and that ODOC is the proper employer to be charged for the benefits being paid.

4.4 The Contractor shall protest claims where the Contractor determines the claimant is entitled to no benefit award, or a reduced benefit award. The protests are to be filed on behalf of ODOC, with the Contractor acting as an agent in matters pertaining to protests.

4.5 In reviewing claims, the Contractor will determine the maximum potential liability to ODOC. The Contractor must ensure that ODOC is not improperly charged for benefits paid to claimants.

4.6 In cases where the Oklahoma Employment Security Commission makes a determination of benefit rights that is not in conformity with facts presented in a protest, the Contractor will file an appeal of the determination with the commission, specifying the errors or omissions in determination.

4.7 The Contractor will provide quarterly reports to ODOC within 30 days after the end of each calendar quarter which will show by unit, the number of claims reviewed, the number of claims protested, the amounts of benefits paid for each unit, the number of cases on appeal, the outcome of appeals adjudicated during the quarter, and any other management information the Contractor of agency feels should be included. The report shall be emailed to the Chief Administrator of Employee Services at Greg.Thomas@doc.ok.gov. The administrator may make reasonable requests for inclusion in the report of other management information in addition to the items mentioned above.

4.8 When an appeal results in a hearing, the Contractor will provide hearing administration or representation when necessary.

4.9 Units will not file a separation notice of any kind with the Contractor when an employee separated from state service.

4.10 The Contractor must have an Oklahoma local or a toll free telephone number. A liaison must also be assigned to handle all phases of ODOC's account.

Section 5 - TRAINING

While ODOC is unable to outline specific training needs for each unit, the information below should help an Offeror estimate the time and travel that will be required to properly accomplish the needed training.

Ideally, every ODOC employee involved in the hiring and termination of employees should be instructed in at least the rudiments of unemployment insurance management in order that hiring and terminations can be administered intelligently, with an eye toward controlling and lowering expenditures for unemployment insurance benefits.

Additionally, and of even greater importance, is the need to train and instruct all human resources management specialists or their appropriately designated representative in unemployment insurance matters since the human resources management specialist are the persons who will be responsible for providing the required documentation regarding terminations to the Contractor.

Attachment A lists ODOC units and addresses. Appointing authorities are defined as persons who have the authority to hire and fire state employees. The estimate number of persons with "appointing authority" is at least 60.

There are approximately 50 units covered by this contract at various locations in the state. The smaller units may have only one appointing authority, whereas larger units may have more than one appointing authority.

Because of personnel turnover, DOC anticipates a need for quarterly training sessions for new employees who are involved in the management of the unemployment insurance control program. Online webinar training will normally meet the needs of ODOC training for new employees; however, ODOC reserves the right to request in-person quarterly training as needed at times and locations mutually agreed upon. The Contractor shall be responsible for all of their travel and other costs related to providing training, except that ODOC will provide facilities for in-person training at no additional cost to the Contractor.

Section 6 - SPECIAL PROVISIONS

REQUEST FOR PROPOSAL (RFP)

UNEMPLOYMENT COMPENSATION CLAIMS MANAGEMENT

OKLAHOMA DEPARTMENT OF CORRECTIONS

In addition to the duties detailed above, the Contractor shall be required to comply with the following Special Provisions and with the attached General Provisions. Conflicts or inconsistencies between the Special Provisions and the General Provisions shall be resolved in favor of the Special Provisions.

6.1 ADVANCE PAYMENTS PROHIBITED:

No payments in advance of or in anticipation of goods or services to be provided under this contract shall be made by ODOC.

6.2 AMENDMENTS:

Any modifications or amendments to this contract shall be in writing, dated and executed by both the Contractor and ODOC.

6.3 APPLICABLE LAW:

This contract shall be governed in all respects by the laws of the State of Oklahoma.

6.4 ASSIGNMENT AND DELEGATION:

The service to be performed under this contract may be subcontracted, in part (including but not limited to the Contractor's hearing representatives), to any other person or entity without the prior written consent of ODOC, provided that the Contractor shall retain any such liability and responsibility under this contract as if such subcontracted activities were performed by the Contractor. The service to be performed under this contract shall not be subcontracted in whole without the prior written approval of ODOC. If the Contractor cannot perform the services as identified in this contract, the Contractor will be responsible for subcontracting the services or making alternative arrangements for the provisions of the services. The terms of this contract shall be included in any subcontract. The Contractor will be liable for all additional costs and expenses arising from such subcontract or substitution to cover performance. Approval of any subcontract shall not relieve the Contractor of any responsibility for performance under this contract.

6.5 CANCELLATION CLAUSE:

If the contract is cancelled pursuant to General Provisions section 24 or 25, then notification of cancellation shall be by Certified Mail to the business address of record.

6.6 COMPLIANCE WITH THE OKLAHOMA TAXPAYER AND CITIZEN PROTECTION ACT OF 2007:

1. By signing the solicitation proposal, the Contractor warrants and attests its employees and all proposed subcontractors are in compliance with the Federal Immigration and Nationality Act (FINA) and all Federal and State Laws and regulations related to the immigration status of employees. The Contractor shall obtain statements from all proposed subcontractors certifying compliance with this requirement and shall furnish copies of the statements with their bid. These warranties shall remain in effect through the entire term, including all renewal periods, of the contract.
2. Pursuant to 25 O.S. 1313, all Contractors or subcontractors are prohibited by State law from entering into a contract with a public employer for the physical performance of services within this state unless the Contractors or subcontractor registers and participates in the Status Verification System to verify information of all new employees.
3. By submitting a bid for services, the Offeror certifies that they, and any proposed subcontractors, are in compliance with 25 O.S. §1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (E-Verify) available at www.dhs.gov/E-Verify

6.7 PRISON RAPE ELIMINATION ACT (§115.17 AND §115.77):

Any sexual assault or sexual misconduct or attempted sexual assault or sexual misconduct between the Contractor, its employees, agents, or representative and an offender is expressly forbidden.

In addition, by signing this contract, Contractor attest that no employee, agent or representative of the Contractor who may have direct contact with DOC offenders while performing the requirements of this contract has:

- (1) Engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997);
- (2) Been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or

REQUEST FOR PROPOSAL (RFP)

UNEMPLOYMENT COMPENSATION CLAIMS MANAGEMENT

OKLAHOMA DEPARTMENT OF CORRECTIONS

(3) Been civilly or administratively adjudicated to have engaged in the activity described above. Any contractor who engages in sexual abuse will be prohibited from contact with offenders and will be reported to law enforcement agencies and to relevant licensing bodies.

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

6.8 CONFIDENTIALITY:

All work from the Contract is confidential. The employees of ODOC and the offenders under their supervision have a legal right to confidentiality. Absolutely no employee or offender information may be released, except as needed in performance of the contract's services.

6.9 CONTACT PERSONS:

With the exception of previously described contact with Greg.Thomas@doc.ok.gov, for the purposes of this contract, contact between ODOC and the Contractor shall be with:

Justin Giudice

Oklahoma Department of Corrections/Human Resources

Mailing Address: PO Box 11400

3400 Martin Luther King Ave.

Oklahoma City, OK 73136-0400

E-mail: justin.giudice@doc.ok.gov

Telephone: 405-425-2871

6.10 CONTRACTOR'S RELATION TO ODOC:

The Contractor is in all respects an independent contractor and is neither an agent nor an employee of ODOC. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind ODOC nor are they entitled to any of the benefits or worker's compensation provided by ODOC to its employees.

6.11 ENTIRE AGREEMENT:

REQUEST FOR PROPOSAL (RFP)

UNEMPLOYMENT COMPENSATION CLAIMS MANAGEMENT

OKLAHOMA DEPARTMENT OF CORRECTIONS

The entire solicitation and this RFP, including referenced attachments along with the successful Offeror's proposal, represents all the terms and conditions agreed upon by the parties. No other understandings or representations, oral or otherwise, regarding the subject matter of this contract shall be deemed to exist or to bind any of the parties hereto.

6.12 EQUIPMENT AND OTHER PURCHASES:

It is understood that no items of equipment, property or other capital purchases shall be reimbursed under the provisions of this contract.

6.13 FAILURE TO COMPLY STATEMENT:

The Contractor shall be subject to all applicable state and federal laws, rules and regulations, and all amendments thereto. The Contractor agrees that, should it be in noncompliance, the contract may be suspended or cancelled in part or in whole without the required thirty days' notice. Compliance with the requirements shall be the responsibility of the Contractor, without reliance on or direction by ODOC.

6.14 FORCE MAJEURE:

The Contractor shall not be liable for any damages resulting from any delay in delivery or failure to give notice of delay that directly or indirectly results from the elements, acts of God, delays in transportation, or delays in delivery by any cause beyond the reasonable control of the Contractor.

6.15 INDEMNIFICATION

The Contractor shall at all times carry liability insurance of no less than \$1,000,000 per incident and \$3,000,000 aggregate to adequately compensate persons for injury to their person or property occasioned by an act of negligence by the Contractor, its agents, employees or the like. Said policy must provide that the carrier may not cancel or transfer the policy without endeavoring to provide the ODOC thirty (30) days written notice prior to the cancellation or transfer. The Contractor shall timely renew the policies to be carried pursuant to this section throughout the term of the contract and provide the ODOC with evidence of such insurance and renewals upon requests.

The Contractor shall indemnify and hold harmless ODOC against any and all bodily injury and property damage, deficiencies or liabilities resulting from any negligence on the part of Contractor, its employees or independent contractors, non-fulfillment of any term or condition of this contract. The Contractor shall indemnify and hold harmless ODOC under the Contract from any and all assessments, judgments, cost, legal and other reasonable expenses incidental to any of the foregoing.

6.16 INVOICING:

REQUEST FOR PROPOSAL (RFP)

UNEMPLOYMENT COMPENSATION CLAIMS MANAGEMENT

OKLAHOMA DEPARTMENT OF CORRECTIONS

A properly completed invoice must be submitted within 30 days of the end of each quarter and include the following items:

1. Name and address of the Contractor
2. Invoice date
3. Period covered by invoice
4. Purchase order number
5. Any other data, reports, information or documentation required by other conditions of the contract (see Section 4.7)
6. Detail of the services provided and in accordance with the terms and conditions of this agreement

The invoice shall be submitted to:

OKLAHOMA DEPARTMENT OF CORRECTIONS

Justin Giudice – Human Resources

PO Box 11400

3400 Martin Luther King Ave.

Oklahoma City, OK 73136-0400

ODOC may withhold or delay payment to any Contractor failing to provide required project documentation and/or requested financial documentation.

If the Contractor is unable to support any part of its claim to ODOC and it is determined that such inability is attributed to misrepresentation of fact or fraud on the part of the Contractor, the Contractor shall be liable to ODOC for an amount equal to such unsupported part of the claim in addition to all costs, including legal, attributable to the reviewing and discovery of said part of claim. Liability under this section shall be determined within five years of the commission of such misrepresentation of fact or fraud.

6.17 OTHER CERTIFICATIONS:

The Contractor certifies compliance with the provisions of Titles VI and VII of the 1964 Civil Rights Act and Section 504 of the Rehabilitation Act 1973, the Age Discrimination Act of 1975, Drug Free Workplace Act of 1988, the American with Disabilities Act of 1990, Public Law 105-78, and the Single Audit Act of 1984, as applicable.

6.18 PROCUREMENT INTEGRITY:

The Contractor certifies it has not entered into this contract with this or any other state agency that would result in a substantial duplication of the services or duplication of the end product rendered by the Contractor or its employees.

6.19 STATEMENT OF RESPONSIBILITY AND LIABILITY:

The parties intend that each shall be responsible for its own intentional and negligent acts or omissions to act. ODOC shall be responsible for the acts and omissions to act of its officers and employees while acting within the scope of their employment according to the Governmental Tort Claims Act, Title 51, O.S. 2001 151 et seq.

The Contractor shall be responsible for any damage or personal injury caused by the negligent acts or omissions to act by its officers, employers or agents acting within the scope of their authority or employment.

The Contractor agrees to hold harmless ODOC of any claims, demands and liabilities resulting from any act or omission on the part of the Contractor and/or its agents, servants and employees in the performance of this contract. It is the express intention of the parties hereto that this agreement shall not be construed as, or given the effect of, creating a joint venture, partnership or affiliation or association that would otherwise render the parties liable as partners, agents, employer-employee or otherwise create any joint and several liability.

6.20 UNAVAILABILITY OF FUNDING:

In the event state or federal funds used to support this contract becomes unavailable, either in full or in part, due to reductions in appropriations, ODOC may terminate or reduce the contract upon notice in writing to the Contractor by certified mail. ODOC shall be the final authority as to the availability of funds. The effective date of such contract termination or reduction shall be specified in the notice. In the event of a reduction, the Contractor may cancel this contract as of the effective date of the proposed reduction upon advance written notice to ODOC.

6.21 WAIVER OF BREACH:

No failure by the ODOC to enforce any provisions hereof after any event of default by the Contractor shall be deemed a waiver of ODOC's rights with regard to that event, or any subsequent event. Waiver shall not be construed to be a modification of the terms of the contract.

6.22 WORKERS COMPENSATION AND EMPLOYER'S LIABILITY:

The Contractor is required to comply with applicable Federal and State worker's compensation and occupational disease statutes. If occupational diseases are not covered under those statutes, they shall be covered under the employer's section of the insurance policy.

The Contractor shall provide evidence of insurability (Certificate of Insurance), including Workers Compensation, Automobile Insurance, Medical Malpractice or General Liability, as applicable, from the insurance carrier before the commencement of any work. Such policy or policies shall endeavor to provide thirty days advance notice of cancellation to the ODOC.

Section 7 - PROPOSAL SUBMISSION

REQUEST FOR PROPOSAL (RFP)

UNEMPLOYMENT COMPENSATION CLAIMS MANAGEMENT

OKLAHOMA DEPARTMENT OF CORRECTIONS

The following information is relevant to the RFP proposal process. All Offerors are required to comply with all instructions and requirements listed below.

7.1 MANDATORY TERMS

The ODOC has established certain mandatory requirements that must be included in the Offeror's proposal. The use of the terms "shall", "must", or "will" (except to indicate simple futurity) in this RFP indicate a mandatory requirement or condition, which by failure to meet or provide will be cause for the Offeror's proposal being deemed non-responsive. The word "should" or "may" in this RFP indicates desirable attributes of conditions and is permissive in nature. Deviation from or omission of such a desirable feature will not by itself cause a RFP to be non-responsive.

7.2 OFFEROR'S ACKNOWLEDGEMENT

By responding to this RFP, the Offeror acknowledges its understanding and ability to meet all of the requirements contained herein, and that it has the financial capability to provide all of the services required under this contract prior to seeking payment.

7.3 NON-RESPONSIVE PROPOSALS

Proposals which do not meet all material requirements of this RFP or which fail to provide all required information, documents or materials may be deemed as non-responsive and not be evaluated and considered for award. Material requirements of the RFP are those set forth as mandatory.

7.4 EVALUATION AND SELECTION CRITERIA

7.4.1 Proposals to this RFP shall be reviewed for responsiveness, to include completeness of the proposal and compliance with the terms, conditions, and mandatory submission requirements. Proposals that do not meet all of the requirements contained herein may be deemed non-responsive and excluded from further consideration.

7.4.2 Proposals that have been determined to meet all requirements will be deemed responsive and evaluated using the best value criteria identified below:

- a. Qualifications and experience
- b. Technical proposal
- c. Cost

7.5 GENERAL INSTRUCTIONS

7.5.1 Sealed proposals shall be opened by ODOC at the time and date specified in the Solicitation Request as the Response Due Date and Time.

7.5.2 Proposals received by ODOC after the response due date and time shall be deemed non-responsive and shall NOT be considered for any resultant award.

REQUEST FOR PROPOSAL (RFP)

UNEMPLOYMENT COMPENSATION CLAIMS MANAGEMENT

OKLAHOMA DEPARTMENT OF CORRECTIONS

7.5.3 One original and three copies of the proposal shall be submitted to ODOC in a single envelope, package or container and shall be sealed. The name and address of the Offeror shall be inserted in the upper left corner of the single envelope, package, or container. Solicitation number and solicitation response due date and time must appear on the face of the single envelope, package, or container.

7.5.4 All proposals shall be typewritten or written in ink. Any corrections to proposals shall be initialed in ink. Penciled proposals shall NOT be accepted and will be rejected as non-responsive. Penciled corrections shall NOT be accepted and may be grounds for rejection as non-responsive.

7.5.5 The ODOC reserves the right to reject any proposal that does not comply with the requirements and specifications of the RFP. A response may be rejected when the Offeror imposes term or conditions that would modify requirements of the RFP or limit the Offeror's liability to the State of Oklahoma.

7.5.6 Questions or clarifications pertaining to the contents of this RFP shall be directed in writing to the ODOC Buyer specified on the Solicitation Request.

7.6 MANDATORY PROPOSAL SUBMISSION REQUIREMENTS

All Offerors responding to this RFP must provide a proposal that includes a response to each of the following:

7.6.1 Qualifications and Experience

7.6.1.1 A narrative description regarding the Offeror's experience, including the number of years in business.

7.6.1.2 A brief resume for each employee who will be assigned to the project, including his/her experience and present position, and estimated hours including his/her experience and present position, and estimated hours he/she will work on the projects, etc. in the event the contract is awarded to the Offeror.

7.6.1.3 Details of a minimum of total of (2) similar projects that have been performed by the Offeror during the past three (3) years. Details should include information regarding the size of the contract, length of time services were provided and the name and type of entity for which the services were provided.

7.6.2 Technical Proposal

A narrative response must be provided to each of the ten (10) subsections identified in Section 4 - Statement of Work. The response must explain, with adequate detail, how the Offeror proposes to meet each of the specific program requirements.

7.6.3 Cost

Quote an annual fee for the services described in the RFP.

REQUEST FOR PROPOSAL (RFP)

UNEMPLOYMENT COMPENSATION CLAIMS MANAGEMENT

OKLAHOMA DEPARTMENT OF CORRECTIONS

The fee will be billed quarterly and payment shall be made in arrears. This will be the only charge made to ODOC for all services provided herein.

Section 8 - MONITORING PLAN

The ODOC Contract Monitor will receive and review the quarterly management reports required in this RFP. These reports will be analyzed to determine if changes in procedures are necessary to reduce justified claims. Summaries of the findings may be presented to other ODOC management staff. Samples of paperwork filed by the Contractor on behalf of ODOC will also be pulled at least quarterly, to monitor the quality of representation provided by the Contractor.

GENERAL PROVISIONS
OKLAHOMA DEPARTMENT OF CORRECTIONS (the State Agency)

1.0 DEFINITIONS

- 1.1 As used herein, the following terms shall have the following meaning unless the context clearly indicates otherwise:
- 1.10 “Acquisition” means items, products, materials, supplies and equipment a state agency acquires by purchase, Lease purchase, lease with option to purchase, or rental pursuant to the Oklahoma Central Purchasing Act;
- 1.11 “Bid” means an offer in the form of a bid, proposal or quote a bidder submits in response to a solicitation;
- 1.12 “Bidder” means an individual or business entity that submits a bid in response to solicitation;
- 1.13 “Solicitation” means a request or invitation by the State Purchasing Director or a state agency for a supplier to submit a priced offer to sell acquisitions to the state. A solicitation may be an Invitation to Bid (ITB), Request for Quotation (RFQ) or Request for Proposal (RFP); and
- 1.14 “Vendor/Supplier” means an individual or business entity that sells or desires to sell acquisitions to state agencies.

2.0 BID SUBMISSION

- 2.1 By submitting a response to this solicitation, the supplier attests that the supplies or services conform to specified contract requirements.
- 2.2 Submitted bids shall be in strict conformity with the instructions to bidders, and shall be submitted with any other forms completed as required by the solicitation.
- 2.3 Bids shall be submitted to the State Agency in a single envelope, package, or container and shall be sealed. The name and address of the bidder shall be inserted in the upper left corner of the single envelope, or container. **SOLICITATION NUMBER AND THE SOLICITATION RESPONSE DUE DATE AND TIME MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.**
- 2.4 It is the bidder’s sole responsibility to ensure that proposals are received by DOC’s Contracts & Acquisition Unit on or before the posted bid/proposal closing date and time. Under no circumstances will DOC be responsible for vendor’s, U.S. mail’s or special courier’s failure to make timely delivery of the bid response. Official time/date stamp within the DOC Contracts & Acquisition Unit is the Official Time of the bid’s delivery and DOC’s receipt thereof.
- 2.5 The required certification statement, “Certification for Competitive Bid and Contract (Non-Collusion Certification)”, DCS-FORM-CP-004, must be made out in the name of the bidder and must be properly executed by an authorized person, with full knowledge and acceptance of all its provisions.
- 2.6 The required certification statement, “Professional Service Contract Affidavit”, DCS-FORM-CP-021 (if applicable), must be made out in the name of the bidder, must be properly executed by an authorized person, with full knowledge and acceptance of all its provisions.

- 2.7 All bids shall be legibly written or typed. Any corrections made by the bidder, including mark-thru's, white out or any other methods, to the bid shall be initialed. Penciled bids and penciled corrections shall **NOT** be accepted and will be rejected as non-responsive.
- 2.8 All bids submitted shall be subject to the Oklahoma Central Purchasing Act, Central Purchasing Rules, other Oklahoma statutory regulations as applicable, these General Provisions, any Special Provisions, solicitation specifications, required certification statements, and all other terms and conditions listed or attached herein- all of which are made part of this solicitation.
- 2.9 Bidders may at their request, bid "ALL OR NONE". In order to bid "ALL OR NONE" bidders must indicate on the front of the first page of the bid that they are bidding "ALL OR NONE".
- 2.10 The State shall assume no responsibility and bears no liability for costs incurred by a bidder in the preparation and submittal of a bid or proposal in response to the ITB/RFQ or RFP.
- 2.11 Any agreement that bidder will require the State Agency to sign prior to purchase under this contract shall be submitted by the bidder with their bid proposal. The State Agency reserves the right to reject any agreement that contains provisions inconsistent with state law or policy, or provisions which are determined to not be in the best interest of the state. The State Agency will not sign any agreement that is submitted after the award.
- 2.12 "Any limitation of liability submitted by the vendor does not apply to the extent a court of competent jurisdiction (including any appellate court of final review) determines such limitation of liability violates Oklahoma law, in which case the specific limitation that the court determines is in violation of Oklahoma law shall be void."

3.0 CLARIFICATION OF SOLITATION

- 3.1 Clarification or questions pertaining to the contents of this bid/proposal shall be submitted by mail (address: Department of Corrections, Contracts & Acquisitions, P.O. Box 18919, Oklahoma City, OK 73154-0919), by email to the "Buyer" listed at the top of the "Solicitation Request" or facsimile (Fax number 405-425-2574) to the Department of Corrections Contracts & Acquisitions. Any and all communication must include the ITB/RFQ or RFP number. The exact deadline for vendor clarifications is referenced on the cover page of the solicitation packet.
- 3.2 If a supplier fails to notify the State of an error, ambiguity, conflict, discrepancy, omission or other error in the Solicitation, known to the supplier, or an error that reasonably should have been known by the supplier, the supplier shall submit a response at its own risk; and if awarded the contract, the supplier shall not be entitled to additional compensation, relief, or time, by reason of the error or its later correction. If a supplier takes exception to any requirement or specification contain in this solicitation, these exceptions must be clearly and prominently stated in their response.
- 3.3 Suppliers who believe proposal requirements or specifications are unnecessarily restrictive or limit competition may submit a request for administrative review, in writing, to the State Agency Contracting Officer listed on this solicitation. This request shall be made prior to the closing date of this solicitation.

4.0 SOLICITATION AMENDMENTS

- 4.1 Any information given to a vendor concerning a solicitation will be provided promptly to all other vendors as an amendment, if that information is necessary in submitting a response or if the lack of it would be prejudicial to other vendors.

- 4.2 If an amendment is issued, then the bidder shall acknowledge receipt of any/all amendment(s) to solicitations by signing and returning the solicitation amendments(s). Amendment acknowledgement(s) may be submitted with the bid or may be forwarded separately. If forwarded separately, amendment acknowledgement(s) must contain the solicitation number and response due date and time on the front of the envelope and must be received by the State Agency prior to the solicitation closing date and time. Failure to acknowledge solicitation amendments may be grounds for rejection.
- 4.3 Oral Agreements: No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the solicitation or resulting contract. All modifications to the solicitation or resulting contract must be made in writing and approved by the State Agency Contracts & Acquisitions Unit.
- 4.4 No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the solicitation. All amendments to the solicitations shall be made in writing by the State Agency.
- 4.5 It is the Bidder's responsibility to check frequently for any possible amendments that may be issued. the State Agency is not responsible for a bidder's failure to acquire any amendment documents required to complete a solicitation.

5.0 BID CHANGE

If the bidder needs to change a bid prior to the solicitation response due date, a new bid shall be submitted to the State Agency with the following statement "This bid supersedes the bid previously submitted" in a single envelope, package, or container and shall be sealed. The name and address of the bidder shall be inserted in the upper left corner of the single envelope, package, or container. SOLICITATION NUMBER AND SOLICITATION RESPONSE DUE DATE AND TIME MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.

6.0 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

6.1 By submitting a response to this solicitation, the prospective primary participant and any subcontractor certifies to the best of their knowledge and belief, that they and their principals or participants:

- 6.1.1 Are not presently debarred, proposed for debarment, suspended, declared ineligible, or voluntarily excluded by any Federal, State or local department or agency;
- 6.1.2 Have not within a three-year period preceding this proposal been convicted of or had a civil judgment render against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) contract; or for violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;
- 6.1.3 Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State local) with commission of any of the offense enumerated in paragraph of this certification; and
- 6.1.4 Have not within three-year period preceding this application/proposal had one or more public (Federal, State or local) contracts terminated for cause or default.

- 6.1.5** Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to its solicitation response.

7.0 BID OPENING

Sealed bids shall be opened by the CPO within the Contracts & Acquisitions Unit, Department of Corrections located at 3400 Martin Luther King Avenue, Oklahoma City, OK 73111 at the time and date specified in the solicitation.

8.0 BIDS SUBJECT TO PUBLIC DISCLOSURE

Unless Otherwise specified in the Oklahoma Open records Act, Central Purchasing Act, or other applicable law, documents and information a bidder submits as part of or in connection with a bid are public records and subject to disclosure. Bidders claiming any portion of their bid as proprietary or confidential must specifically identify what documents or portions of documents they consider confidential and identify applicable law supporting their claim of confidentiality. The Chief Administrative Officer of the requesting agency shall make the final decision as to whether documents or information is confidential.

9.0 LATE BIDS

Bids received by the State Agency after the response due date and time shall be deemed non-responsive and shall NOT be considered for any resultant award.

10.0 LEGAL CONTRACT

10.1 Submitted bids are rendered as a legal offer and any bid, when accepted by the State Agency, shall constitute a contract.

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

11.0 PRICING

11.1 Bids shall remain firm for a minimum of sixty (60) days from the solicitation closing date.

11.2 Bidders guarantee unit prices to be correct.

11.3 In accordance with 74 .O.S. § 85.40, ALL travel expenses to be incurred by the supplier in performance of the Contract shall be included in the total bid price/contract amount.

12.0 MANUFACTURERS' NAME AND APPROVED EQUIVALENTS

Unless otherwise specified in the solicitation, manufacturers' names, brand name, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. Bidder may offer and brand for which they are an authorized representative, which meets or exceeds the specification for any item(s). However, if bids are based on equivalent products, indicate on the bid form the manufacture's name and number. Bidder shall submit sketches, descriptive literature, and complete specifications with their bid.

07/15/2015

Reference to literature submitted with a previous bid will not satisfy this provision. The bidder shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not to be considered an exception thereto. Bids that do not comply with these requirements are subject to rejection.

13.0 REJECTION OF BID

The State reserves the right to reject any bids that do not comply with the requirements and specification of the solicitation. A bid May be rejected when the bidder imposes terms or conditions that would modify requirements of the solicitation of the solicitation or limit the bidder's liability of the State. Other possible reasons for rejection of bids are listed in OAC 580:15-4-11.

14.0 NEGOTIATIONS

14.1 The vendor is advised that under the provisions of this Request for Proposal, the State Agency reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. The State may negotiate if deemed necessary, and will determine the scope and subject of any negotiations. However, the Vendor should not expect that the State will negotiate to give the Vendor an opportunity to strengthen its proposal. Therefore, the Vendor must submit its best offer based on the terms and conditions set forth in this solicitation. If such negotiations are conducted, the following conditions shall apply.

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

14.3 The State Agency reserves the right to limit negotiations to those proposals that received the highest rankings during the initial evaluation phase. All vendors involved in the negotiations process will be invited to submit a best and final offer.

14.4 The mandatory requirements of this Request for Proposal shall not be negotiable and shall remain unchanged unless the State Agency determines that a change in such requirements is in the best interest of the State of Oklahoma.

15.0 AWARD OF CONTRACT

15.1 The State Agency may award the Contract to more than one bidder by awarding the Contract(s) by item or groups of items, or may award the Contract on an ALL OR NONE basis, whichever is deemed by the State Agency to be in the best interest of the State of Oklahoma.

15.2 Contract awards will be made based on lowest and best evaluation criteria, unless the solicitation specifies that best value criteria are being used. Requests for "Tab Sheets" will be made in writing or by email to the contracting officer.

15.3 In order to receive an award or payments from the State of Oklahoma, suppliers must be registered. The vendor registration process can be completed electronically through the DCS website at the following link: http://www.ok.gov/DCS/Central_Purchasing/Vendor_Registration/index.html

16.0 CONTRACT MODIFICATION

16.1 The Contract is issued under the authority of the State Agency who signs the Contract. The Contract may be modified only through a written Contract Modification, signed by the State Agency approving official.

16.2 Any change to the Contract, including the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by a person who is not specifically authorized by the State Agency in writing, or made unilaterally by the Supplier, is a breach of the Contract.

07/15/2015

Unless otherwise specified by applicable law or rules, such changes, including unauthorized written Contract Modifications, shall be void and without effect, and the Supplier shall not be entitled to any claim under this Contract based on those changes. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the resultant Contract.

17.0 DELIVERY, INSPECTION AND ACCEPTANCE

17.1 Unless otherwise specified in the solicitation or awarding documents, all deliveries shall be F.O.B. Destination. The bidder(s) awarded the Contract shall prepay all packaging, handling, shipping and delivery charges and firm prices quoted in the bid shall include all such charges. All products and/or services to be delivered pursuant to the Contract shall be subject to final inspection and acceptance by the State at destination. "Destination" shall mean delivered to the receiving the State Agency or other point specified in the purchase order. The State assumes no responsibility for goods until accepted by the State at the receiving point in good condition. Title and risk of loss or damage to all items shall be the responsibility of the supplier until accepted by the receiving agency. The supplier(s) awarded the Contract shall be responsible for filling, processing, and collecting and all damage claims accruing prior to acceptance.

17.2 Supplier(s) awarded the Contract shall be required to deliver products and services as bid on or before the required date. Deviations, substitutions or changes in products and services shall not be made unless expressly authorized in writing by the Contracts & Acquisitions Unit.

18.0 INVOICING AND PAYMENT

18.1 Pursuant to 74 O.S. § 85.44(B), invoices will be paid in arrears after products have been delivered or services provided.

18.2 Interest on late payments made by the State of Oklahoma is governed by 62 O.S. §34.71 and 62 O.S. §34.72.

19.0 TAX EXEMPTION

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

20.0 AUDITS AND RECORDS CLAUSE

20.1 As used in this clause, "records" includes books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form. In accepting and Contract with the State, the successful bidder(s) agree any pertinent State or Federal agency will have the right to examine and audit all records relevant to execution and performance of the resultant Contract.

20.2 The successful bidder(s) awarded the Contract(s) is required to retain records relative to the Contract for the duration of the Contract and for a period of seven (7) years following completion and/or termination of the Contract. If an audit, litigation, or other action involving such records is started before the end of the seven (7) year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved, or until the end of the seven (7) year retention period, whichever is later.

21.0 NON-APPROPRIATION CLAUSE

The terms of any Contract resulting from the solicitation and any Purchase Order issued for multiple years under the Contract are contingent upon sufficient appropriations being made by the Legislature or other

07/15/2015

appropriate government entity. Notwithstanding any language to the contrary in the solicitation, purchase order, or any other Contract the State Agency, the State Agency may terminate its obligations under the Contract if sufficient appropriations are not made by the Oklahoma Legislature or other appropriate governing entity to pay amounts due for multiple year agreements. The Requesting Agency's decisions as to whether sufficient appropriations are available shall be accepted by the supplier and shall be final and binding.

22.0 CHOICE OF LAW

Any claims, disputes, or litigation relating to the solicitation, or the execution, interpretation, performance, or enforcement of the Contract shall be governed by the laws of the State of Oklahoma.

23.0 CHOICE OF VENUE

Venue for any action, claim, dispute or litigation relating in any way to the Contract shall be in Oklahoma County, Oklahoma.

24.0 TERMINATION FOR CAUSE

24.1 The supplier may terminate the Contract for default or other just cause with a 30-day written request and upon written approval from the State Agency. The State may terminate the Contract for default or any other just cause upon a 30- day written notification to the supplier.

24.2 The State may terminate the Contract immediately, without a 30-day written notice to the supplier, when violations are found to be an impediment to the function of an agency and detrimental to its cause, when conditions preclude the 30-day notice, or when the State Agency determines that an administrative error occurred prior to Contract performance.

24.3 If the Contract is terminated, the State shall be liable only for payment for products and/or services delivered and accepted.

25.0 TERMINATION FOR CONVENIENCE

25.1 The State may terminate the Contract, in whole or in part, for convenience if the State Agency determines that termination is in the State's best interest. The agency shall terminate the Contract by delivering to the supplier a Notice of Termination for Convenience specifying the terms and effective date of Contract termination. The Contract termination date shall be a minimum of 60 days from the date the Notice of Termination for Convenience is issued by the State Agency.

25.2 If the Contract is terminated, the State shall be liable only for products and/or services delivered and accepted, and for costs and expenses (exclusive of profit) reasonably incurred prior to the date upon which the Notice of Termination for Convenience was received by the supplier.

26.0 INSURANCE

The successful bidder(s) awarded the Contract shall obtain and retain insurance, including worker's compensation, automobile Insurance, medical malpractice, and general liability, as applicable, or as required by State or Federal law, prior to commencement of any work in connection with the Contract. The supplier awarded the Contract shall timely renew the policies to be carried pursuant to this section throughout the term of the Contract and shall provide the State Agency with evidence of such insurance and renewals. Certificate holder will be made out to: Oklahoma Department of Corrections, Contracts & Acquisitions, 3400 N. Martin Luther King Ave, PO Box 11400, Oklahoma City, OK 73136.

27.0 EMPLOYMENT RELATIONSHIP

The Contract does not create an employment relationship. Individuals performing services required by this Contract are not employees of the State of Oklahoma or the State Agency. The supplier's employees shall not be considered employees of the State of Oklahoma nor of the State Agency for any purpose, and accordingly shall not be eligible for rights or benefits accruing to state Employees.

28.0 ASSIGNMENT OF INTEREST VIA SUB-CONTRACTS

The Contractor shall neither assign nor transfer any interest in this contract whatsoever, without the prior written consent of the DOC contract manager. If assignments are made without the consent required herein, the contract shall terminate upon the date the assignment is made and no payments by DOC will thereafter be due to any party.

29.0 PRISON RAPE ELIMINATION ACT (28 C.F.R. §115.17 and §115.317)

Any sexual assault or sexual misconduct or attempted sexual assault or sexual misconduct between the Contractor, its employees, agents, or representative and an offender is expressly forbidden.

In addition, by accepting a contract with DOC, Contractor attest that no employee, agent or representative of the Contractor who may have direct contact with DOC offenders while performing the requirements of this contract has:

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

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

30.0 COMPLIANCE WITH THE OKLAHOMA TAXPAYER AND CITIZEN PROTECTION ACT OF 2007.

By submitting a bid for services, the bidder certifies that they, and any proposed subcontractors, are in compliance with 25 O.S. §1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (E-Verify) available at www.dhs.gov/E-Verify.

31.0 SAMPLES

- 31.1 Sample submission.** A solicitation may specify submission of samples of the required items or products when essential to the assessment of product quality during bid evaluation. When required, samples shall be received no later than the date and time specified by the solicitation.
- 31.2 Sample identification.** The bidder shall clearly identify the sample the bidder submits by placing the bidder's name, bidder's address, requisition number and closing date/time on both the sample container and on the sample shipping container.
- 31.3 Sample costs.** The bidder shall pay costs for the sample and submission to the State Agency.

- 31.4** Sample requirements. A bidder shall submit a sample that represents the quality of the whole.
- 31.5** Sample tests. Whenever testing is determined necessary by the State Agency Administrator of General Services, appropriate standard testing procedures will be used. All samples submitted may be subject to consumption or destruction as a result of tests by the State Agency.
- 31.6** Sample tests costs. If the sample a bidder submits fails to meet the specification or standards the solicitation requires, the bidder shall be required to pay testing costs the State Agency incurs.
- 31.7** Return of sample to bidder. If the return of samples is stipulated in a bidder's solicitation response, samples not destroyed by testing shall be returned at the bidder's expense. If the return of samples is not included in the bidder's solicitation response, samples shall become property of the State Agency.

32.0 COMPLIANCE WITH APPLICABLE LAWS

The products and services supplied under the Contract shall comply with all applicable federal, state and local laws, and the supplier shall maintain all applicable licenses and permits requirements.

33.0 SPECIAL PROVISIONS

Special Provisions set forth in the "Solicitation Request" apply with the same force and effect as these General Provisions. However, conflicts or inconsistencies shall be resolved in favor of the Special Provisions.

Attachment A
Request for Proposal (RFP) to Manage
Oklahoma Department of Corrections
Unemployment Compensation Claims
NOTE: All Numbers are Subject to Change

Administration Building

3400 M. L. King Avenue
Oklahoma City, OK 73111
Phone: (405) 425-2500
Number of employees: 203

Auditing and Compliance

440 S. Houston Suite, 200
Tulsa, OK 74127
Phone: (918) 581-2836
Number of employees: 13

Employee Development

3400 M.L. King Avenue
Oklahoma City, OK 73111
Phone: (405) 425-7635
Number of employees: 34

Field Services

2901 N. Classen Blvd., Suite 200
Oklahoma City, Oklahoma 73106
Phone: (405) 962-6182
Number of employees: 74

Oklahoma Correctional Industries/Agri-Services

3402 N. Martin Luther King Ave.
Oklahoma City, OK 73111
Phone: (405) 425-7525
Number of employees: 83

Probation & Parole Services

3700 Classen Blvd., Suite 110
Oklahoma City, OK 73118
Phone: (405) 523-3075
Number of employees: 10

Medical/Mental Health Admin.

2901 N. Classen Blvd., Suite 200
Oklahoma City, OK 73106
Phone: (405) 962-6084
Number of employees: 151

Program Services

2901 N. Classen Blvd., Suite 200
Oklahoma City, OK 73106
Phone: (405) 962-6084
Number of employees: 33

Community Sentencing

3700 N. Classen Blvd., Suite 110
Oklahoma City, OK 73118
Phone: (405) 525-4520
Number of employees: 14

Classification & Population

P.O. Box 260
Lexington, OK 73051
Phone: (405) 527-3950
Number of employees: 90

Attachment A
Request for Proposal (RFP) to Manage
Oklahoma Department of Corrections
Unemployment Compensation Claims
NOTE: All Numbers are Subject to Change

NE District P&P

3031 N. 32nd Street
Muskogee, OK 74401
Phone: (918) 680-6600
Number of employees: 58

NW District P&P

2613 N. Van Buren
Enid, OK 73701
Phone: (580) 977-3400
Number of employees: 64

SE District P&P

901 North West Street
McAlester, OK 74501
Phone: (918) 423-1668
Number of employees: 59

SW District P&P

602 S.W. Highland Avenue
Lawton, OK 73501
Phone: (580) 248-9146
Number of employees: 58

Jeffrey M. McCoy Central Dist. P&P

1131 W. Sheridan Avenue
Oklahoma City, OK 73106
Phone: (405) 778-7100
Number of employees: 91

Tulsa County District P&P

440 S. Houston Suite 701
Tulsa, OK 74127
Phone: (918) 581-2931
Number of employees: 65

East Institutions

3402 M.L. King Avenue
Oklahoma City, OK 73111
Phone: (405) 425-7008
Number of employees: 13

Dick Conner Correctional Center

P.O. Box 220
129 Conner Road
Hominy, OK 74035-0220
Phone: (918) 594-1300
Number of employees: 174

Dr. Eddie Warrior Correctional Center

P.O. Box 315
400 Oak Street
Taft, OK 74463-0315
Phone: (918) 683-8365
Number of employees: 131

Howard McLeod Correctional Center

1970 E. Whippoorwill Lane
Atoka, OK 74525-8415
Phone: (580) 889-6651
Number of employees: 117

Jackie Brannon Correctional Center

PO Box 1999
900 N. West Street
McAlester, OK 74502-1999
Phone: (918) 421-3339
Number of employees: 119

Attachment A
Request for Proposal (RFP) to Manage
Oklahoma Department of Corrections
Unemployment Compensation Claims
NOTE: All Numbers are Subject to Change

Jess Dunn Correctional Center

PO Box 316
601 South 124th Street West
Taft, OK 74463-0316
Phone: (918) 682-7841
Number of employees: 155

Jim E. Hamilton Correctional Center

53468 Mineral Springs Rd
Hodgen, OK 74939-3064
Phone: (918) 653-7831
Number of employees: 117

Joseph Harp Correctional Center

PO Box 548
16161 Moffat Rd.
Lexington, OK 73051-0548
Phone: (405) 527-5593
Number of employees: 174

Mabel Bassett Correctional Center

29501 Kickapoo Road
McLoud, OK 74851
Phone: (405) 964-3020
Number of employees: 158

Mack Alford Correctional Center

PO Box 220
1151 North Highway 69
Stringtown, OK 74569-0220
Phone: (580) 346-7301
Number of employees: 141

Northeast Oklahoma Correctional Center

442586 E. 250 Road
Vinita, OK 74301-5550
Phone: (918) 256-3392
(918) 256-4422
Number of employees: 105

Oklahoma State Penitentiary

PO Box 97
1301 N. West St.
McAlester, OK 74502-0097
Phone: (918) 423-4700
Number of employees: 257

Lindsay Municipal Hospital DOC Security Unit

Highway 19 West
Lindsay, OK 73052
Phone: (405) 756-1404
Number of employees: 19

OU Medical Center DOC Security Unit

940 N.E. 13 St.
Oklahoma City, OK 73104-5039
Phone: (405) 271-4457
Number of employees: 7

Clara Waters Center

9901 N I-35 Service Road
Oklahoma City, OK 73131-5228
Phone: (405) 254-3200
Number of employees: 30

Kate Barnard Center

3300 Martin Luther King Avenue
Oklahoma City, OK 73111
Phone: (405) 425-2900
Number of employees: 40

Oklahoma City Center

315 West I-44 Service Road
Oklahoma City, OK 73118-7634
Phone: (405) 463-7800
Number of employees: 24

Attachment A
Request for Proposal (RFP) to Manage
Oklahoma Department of Corrections
Unemployment Compensation Claims
NOTE: All Numbers are Subject to Change

Ardmore Work Center

P.O. Box 100
Gene Autry, OK 73436-0100
Ardmore, OK 73401
Phone: (580) 389-5469
Number of employees: 13

Carter County Work Center

5268 Santa Fe Road
Wilson, Oklahoma 73463
Phone: (580) 668-3700
Number of employees: 12

Earl A. Davis Work Center

Route 4, Box 36B
Holdenville, Oklahoma 74848
Phone: (405) 379-7296
Number of employees: 15

Idabel Community Work Center

2001 Industrial Parkway, Suite B
Idabel, Oklahoma 74745
Phone (580) 286-7286
Number of employees: 14

Madill Work Center

210 S. 11th Street
Madill, Oklahoma 73446
Phone: (580) 795-7348
Number of employees: 13

West Institutions

3400 Martin Luther King Ave
Oklahoma City, Oklahoma 73111-4298
Phone: (405) 425-7100
Number of employees: 14

Charles E. "Bill" Johnson Correctional Center

1856 E Flynn Street
Alva, Oklahoma 73717-3005
Phone: (580) 327-8000
Number of employees: 109

James Crabtree Correctional Center

216 N. Murray Street
Helena, OK 73741-1017
Phone: (580) 852-3221
Number of employees: 138

Attachment A
Request for Proposal (RFP) to Manage
Oklahoma Department of Corrections
Unemployment Compensation Claims
NOTE: All Numbers are Subject to Change

John H. Lilley Correctional Center

Rt. 1, Box 407971
Boley, OK 74829-1908
Phone: (918) 667-3381
Number of employees: 118

Lexington Assessment & Reception Center

PO Box 260
Lexington, OK 73051-0260
Phone: (405) 527-5676
Number of employees: 196

Oklahoma State Reformatory

PO Box 514
Granite, OK 73547-0514
Phone: (580) 480-3700
Number of employees: 172

William S. Key Correctional Center

P.O. Box 61
Fort Supply, OK 73841-0061
Phone: (580) 766-2224
Number of employees: 152

Lawton Center

605 Southwest Coombs Road
Lawton, OK 73501-8294
Phone: (580) 248-6703
Number of employees: 30

Enid Center

2020 E. Maine Avenue
Enid, OK 73701-6445
Phone: (580) 977-3800
Number of employees: 15

Altus Work Center

308 W. Broadway
Altus, Oklahoma 73521-3806
Phone: (580) 482-0790
Number of employees: 11

Union City Center

P.O. Box 129
Union City, OK 73090-0129
Phone: (405) 483-5900
Number of employees: 37

Elk City Work Center

1309 Airport Industrial Road
Elk City, Oklahoma 73648-1924
Phone: (580) 243-4316
Number of employees: 13

Beaver Work Center

P.O. Box 1210
Beaver, Oklahoma 73932-1210
Phone: (580) 625-3840
Number of employees: 11

Attachment A
Request for Proposal (RFP) to Manage
Oklahoma Department of Corrections
Unemployment Compensation Claims
NOTE: All Numbers are Subject to Change

Frederick Work Center

18205 County Road, NS 215
Frederick, Oklahoma 73542-9614
Phone: (580) 335-2142
Number of employees: 15

Hobart Work Center

311 South Washington
Hobart, Oklahoma 73651-4023
Phone: (580) 726-3341
Number of employees: 13

Mangum Work Center

215 East Lincoln Street
Mangum, OK 73554
Phone: (580) 782-3315
Number of employees: 10

Waurika Work Center

109 West Anderson Ave.
Waurika, Oklahoma 73573-3096
Phone: (580) 228-3521
Number of employees: 14

Hollis Work Center

105 West Jones St.
Hollis, Oklahoma 73550-3003
Phone: (580) 688-3331
Number of employees: 13

Sayre Work Center

1107 N. Broadway
Sayre, Oklahoma 73662-1813
Phone: (580) 928-5211
Number of employees: 12

Walters Community Work Center

R.R. 3, Box 9
Walters, Oklahoma 73572-9602
Phone: (580) 875-2885
Number of employees: 12