



State of Oklahoma  
Office of Management and Enterprise Services  
Central Purchasing Division

Type 4  
**Sole Source or Sole Brand  
Acquisition Certification**  
74 O.S. § 85.45j

Acquisition Type (check one):  Sole Source     Sole Brand    Type 4  
State Agency: Oklahoma Department of Corrections  
Supplier Name: The Change Companies  
Supplier Address: 5221 Sigstrom Drive, Carson City, Nevada 89706  
Supplier Telephone: (888) 889-8866      Supplier E-mail: contact@changecompanies.net

I hereby affirm that pursuant to the provisions of the attached requisition or contract that (name of supplier)  
The Change Companies is the only person or business entity singularly qualified  
to provide the acquisition, and if a product is the only brand or product which is unique, for the following reasons:

The Change Companies is the sole copyright holder, sole publisher, sole seller and sole distributor for the requested items, which comprise the Changing Offender Behavior and Life Connections curriculum which are integral components of the three (3) Faith and Character programs operated by the Oklahoma Department of Corrections. The DOC Faith and Character Community Program has utilized these curriculums for approximately seven (7) years since the inception of the program.

The following is a brief description of all efforts which were made to verify that the services or products to be purchased pursuant to the provisions of the attached requisition or contract qualify as a sole source or sole brand acquisition:

None. Consideration of any other curriculum would require DOC to incur unnecessary additional costs and time to re-develop, evaluate and train staff.

I understand that the signing of this certification knowing such information to be false may subject me to punishment for perjury.

Signature on File

[Signature]      Robert Patton, Director      12/2/14  
Chief Administrative Officer Signature      Chief Administrative Officer Name (PRINT)      Date

Additional Signatures for Requisitioning Agency, if necessary:  
Signature on File      Signature on File

[Signature]  
Signature & Date  
Division Manager, Health Services

[Signature]      10/17/14  
Signature & Date  
Chief Administrator, Program Services



# The Change Companies®

October 14, 2014

To Whom It May Concern:

The Change Companies® is the sole publisher, sole seller and sole distributor for:

LOC1	Orientation
LOC2	Building Blocks
LOC3	Preparing for Journey
LOC4	Calendar
LOC5	Spirituality
LOC6	Religious Tolerance
LOC7	Goal Setting
LOC8	Obligation to Right the Wrong
LOC9	Managing Emotions
LOC10	Conflict Management
LOC11	Following Your Moral Compass
LOC12	Family Life Connections with pad
LOC13	Transitions
LOC14	Comfort Zone Retreat
COB1	Starting Point
COB3	Making Changes
COB4	Cognitive - Behavioral Curr Vol 1
COB5	Cognitive - Behavioral Curr Vol 2

Signature on File

Sherry Newsom  
CEO  
The Change Companies®  
888-889-8866  
snewsom@changecompanies.net



# Purchase Order

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

**Supplier:** 0000069590  
 THE CHANGE COMPANIES  
 5221 SIGSTROM DRIVE  
 CARSON CITY NV 89706

Dispatch via E-Mail

<b>Purchase Order</b>	<b>Date</b>	<b>Revision</b>	<b>Page</b>
1319060049	12/05/2014		1
<b>Payment Terms</b>	<b>Freight Terms</b>	<b>Ship Via</b>	
0 Days	Free on board at Destination	Common	
<b>Buyer</b>	<b>Phone</b>	<b>Currency</b>	
Randy Pogue	405/425-2638	USD	

**Ship To:** DEPARTMENT OF CORRECTIONS  
 PROGRAMS  
 2901 CLASSEN BLVD STE 200C  
 OKLAHOMA CITY OK 73106

**Bill To:** DEPARTMENT OF CORRECTIONS  
 PROGRAMS  
 2901 CLASSEN BLVD STE 200C  
 OKLAHOMA CITY OK 73106

**Tax Exempt?** Y      **Tax Exempt ID:** 736017987

Line-Sch	Cat CD / Item Id	Description	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	82121506 / 1000008356	PRINTING:Printing: books, catalogs, magazines, pamphlets, etc. (except legislative journals and periodicals)	1.0000	EA	8,159.4000	8,159.40	12/05/2014
Vendor to drop ship to DCCC, MBCC and OSR Shipment to Dick Conner Correctional Center total \$1971.00 Shipment to Mabel Bassett Correctional Center \$3355.50 Shipment to Oklahoma State Reformatory \$2832.90							
2- 1	78121603 / 1000008974	SHIPPING: General Charges	1.0000	EA	611.9600	611.96	12/05/2014
<b>Total PO Amount</b>						8,771.36	

COMMENTS:  
 REQUEST FOR A ONE-TIME PURCHASE  
 FY15

JUSTIFICATION:

1. Definition of the requirement/ What are we buying/leasing? Pre-printed sole source books
2. Analysis of existing agency resources. Is the requirement available elsewhere in the agency? No
3. Objective of the acquisition: Why do we need to purchase this? Materials necessary for faith based educational programs
4. Evaluation of the procurement method: Sole Source
5. Development of specifications: If bidding, are specs non-restrictive to maximize reasonable competition? NA
6. Any other information to support the acquisition. Immediate cancellation shall be administered when violations are found to be an impediment to the function of the agency and detrimental to its cause, or when conditions preclude the 30 day notice. NA
7. Labor: Describe any labor that will be involved with the acquisition including who will be doing the labor (i.e. installation start up, inspection). NA
8. Total Project: if this acquisition is part of a project, what is the estimated total project amount? How much has been spent to date and thru what procurement method the money was spent (i.e. statewide contract, purchase order release, or super p-card) NA

FACILITY CONTACT: Leo Brown  
 PHONE: 405-962-6107

BILLING CONTACT: Loren Devine  
 PHONE: 405-962-6168  
 FAX: 405-962-6102

Signature on File  
 Signature on File





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DIVISION CONTACT: Janet Bolton  
PHONE: 405-962-6154

**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 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 or discontinuance of funding for this contract, the Vendor will be paid for products and/or services provided up to the effective date of termination.

**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., 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

**Authorized Signature**



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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.

**SERVICE JUSTIFICATION:**

The State Official signing this requisition affirms any contract resulting from this request shall comply with the following:

- A. No employee of the state agency is able and available to perform the services to be provided pursuant to the contract.
- B. The state agency shall receive, review and accept a detailed work plan from the supplier for performance pursuant to the contract if requested by the State Purchasing Director.
- C. The state agency has developed, and fully intends to implement, a written plan providing for the assignment of specific state agency personnel to:
  - 1) Monitoring and auditing supplier performance,
  - 2) The periodic review of interim reports, or other indications of performance, and
  - 3) If requested by the State Purchasing Director, the ultimate utilization of the final product of the nonprofessional or professional services.
- D. The work to be performed under the contract is necessary to the state agency's responsibilities, and there is statutory authority to enter into the contract.
- E. The contract will not establish an employment relationship between the state or the state agency and any persons performing under the contract.
- F. No current state employee will engage in the performance of the contract, unless specifically approved by the State Purchasing Director.
- G. The purchase of the nonprofessional or professional services is justified, and
- H. The contract contains provisions that are required by 74 O.S. Section 85.41.

**NOTE:**

This requisition for services, in accordance with 74 O.S. Section 85.4.E.1, must be signed by the Chief Administrative Officer of the State agency or the Chief Administrative Officer of the requisitioning unit.

Account Code: 531150  
Department: 5151101  
Unit: Programs  
Funding: 19530  
Year: 15

**Authorized Signature**