



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

Sole Source or Sole Brand  
Acquisition Certification  
74 O.S. § Signature on file

Acquisition Type (check one) Type 1  Sole Source  Sole Brand  
 State Agency: Oklahoma Dept of Corrections  
 Supplier Name: Bank of America Merchant Service  
 Supplier Address: PO Box 403907, Atlanta, GA 30384-3907  
 Supplier Telephone: 800-228-5882 Supplier E-mail: \_\_\_\_\_

I hereby affirm that pursuant to the provisions of the attached requisition or contract that (name of supplier)  
Bank of America Merchant Services 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:

This acquisition is for credit card services. As directed by the State Treasurer, DOC must use Bank of America for credit card services.

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:

As directed by the State Treasurer, DOC must use Bank of America for credit card services.

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

Signature on file

\_\_\_\_\_  
 Chief Administrative Officer Signature      ROBERT PATTON      Chief Administrative Officer Name (PRINT)      5.1.14      Date

Additional Signatures for Requisitioning Agency, if necessary:

Signature on file 4-24-14  
 \_\_\_\_\_  
 [Business Services Coordinator Signature & Date]      [Type Title] Signature & Date



# Purchase Order

Dispatch via Print

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

<b>Purchase Order</b> 1319058129	<b>Date</b> 07/01/2014	<b>Revision</b>	<b>Page</b> 1
<b>Payment Terms</b> 0 Days	<b>Freight Terms</b> Free on board at Destination		<b>Ship Via</b> Common
<b>Buyer</b> Randy Pogue	<b>Phone</b> 405/425-2638		<b>Currency</b> USD

**Vendor:** 0000266544  
BANK OF AMERICA MERCHANT SERVICES  
PO BOX 403907  
ATLANTA GA 30384-3907

**Ship To:** DEPARTMENT OF CORRECTIONS  
O C I - MANUFACTURING  
3402 N. MARTIN LUTHER KING AVE  
OKLAHOMA CITY OK 73111

**Bill To:** DEPARTMENT OF CORRECTIONS  
O C I - MANUFACTURING  
3402 N. MARTIN LUTHER KING AVE  
OKLAHOMA CITY OK 73111

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

Line-Sch	Cat CD / Item Id	Description	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	84121601 / 1000003520	Merchant Services	1.0000	EA	30,000.0000	30,000.00	07/01/2014

**Total PO Amount**      30,000.00

**COMMENTS:**  
BILLING CONTACT: CHARLOTTE JOHNSON 405-425-7535.

REFERENCE: PO #1319055204

CONTRACT PERIOD: 7/01/2014 THRU 6/30/2015

**JUSTIFICATION:**

- DEFINITION OF THE REQUIREMENT: WHAT ARE WE BUYING? Merchant Services for credit card transactions
- ANALYSIS OF EXISTING AGENCY RESOURCES: IS THIS REQUIREMENT AVAILABLE ELSEWHERE IN THE AGENCY? No
- OBJECTIVE OF THE ACQUISITION: WHY DO WE NEED TO BUY THIS? Needed for collection of receivables for products sold.
- EVALUATION OF THE PROCUREMENT METHOD: WHAT PROCUREMENT METHOD WILL BE USED TO ACQUIRE THIS? Direct Order
- DEVELOPMENT OF SPECIFICATIONS: IF BIDDING, ARE SPECS NON-RESTRICTIVE TO MAXIMIZE REASONABLE COMPETITION? Yes
- PERTINENT INFORMATION: LIST ANY OTHER INFORMATION NEEDED TO SUPPORT THE ACQUISITION. None
- LABOR: DESCRIBE ANY LABOR THAT WILL BE INVOLVED WITH THE ACQUISITION INCLUDING WHO WILL BE DOING THE LABOR (I.E. INSTALLATION, START UP, INSPECTION) N/A
- 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 TRANSACTION; INTER/INTRA-AGENCY; OPEN MARKET BIDS; LOCAL PURCHASE ORDERS) N/A

**Notice to Vendors:**  
Security: Contractor's 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: Contractor's 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.

**Authorized Signature**  
**Signature on file**



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Packages, briefcases, purses, etc., searched with x-ray equipment. Drug K-9 may also be used to search persons, vehicles, packages, and equipment.

Contraband: Contractor's 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: Contractor's 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.

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

<b>Authorized Signature</b> Signature on file
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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 un

Authorized Signature  
Signature on file