



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

Sole Source or Sole Brand
Acquisition Certification
Signature on file 74 O.S. § 85.45]

Type ✓

Acquisition Type (check one): Sole Source Sole Brand

State Agency: Department of Corrections

Supplier Name: GED Testing Service

Supplier Address: 5601 Green Valley Drive, Bloomington, MN 55437

Supplier Telephone: 952-681-3754 Supplier robert.rutscher@getdtestingservice.com E-mail:

I hereby affirm that pursuant to the provisions of the attached requisition or contract that (name of supplier) GED Testing Service 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:

GED Testing Service provides scoring services for the paper based GED test. Per statutory mandate (57 O.S. § 510.7) we are required to provide GED to offenders. We are currently have a waiver from using the electronic form of the GED until it is fully implemented in all facilities.

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, as GED Testing Service is the copyright owner for the GED test.

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)

4/2/14

Date

Additional Signatures for Requisitioning Agency, if necessary:

Signature on file

Administrator, Program Services
Signature & Date

Chief Administrator, Programs & Services

[Type Title] Signature & Date



Purchase Order

Dispatch via Print

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

Vendor: 0000373438
GED TESTING SERVICE LLC
5601 GREEN VALLEY DRIVE
MN OK 55437

| | | | |
|-------------------------------------|--|-----------------|---------------------------|
| Purchase Order 1319057783 | Date 03/26/2014 | Revision | Page 1 |
| Payment Terms 0 Days | Freight Terms Free on board at Destination | | Ship Via Common |
| Buyer Randy Pogue | Phone 405/425-2638 | | Currency USD |

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

Bill To: DEPARTMENT OF CORRECTIONS
EMPLOYEE DEVELOPMENT AND OFFENDER SERVICES
2901 N. CLASSEN BLVD - SUITE 200
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 | 86101803 / 1000013030 | SERVICE: Education - GED Testing | 1,626.0000 | UN | 4.0000 | 6,504.00 | 03/26/2014 |
|------|-----------------------|----------------------------------|------------|----|--------|----------|------------|

GED TESTING WILL BE ADMINISTERED AT FACILITY BY DOC CHIEF EXAMINER
VENDOR WILL BE SCORING THE TESTS.

3/26/14-6/30/14

| | | | | | | | |
|------|-----------------------|----------------------------------|------------|----|--------|-----------|------------|
| 2- 1 | 86101803 / 1000013030 | SERVICE: Education - GED Testing | 3,252.0000 | UN | 4.0000 | 13,008.00 | 03/26/2014 |
|------|-----------------------|----------------------------------|------------|----|--------|-----------|------------|

GED TESTING WILL BE ADMINISTERED AT FACILITY BY DOC CHIEF EXAMINER
VENDOR WILL BE SCORING THE TESTS.

7/1/14-12/31/14

Total PO Amount 19,512.00

COMMENTS:

Sole Source - Indefinite Quantity - Not to exceed \$50,000.

Contract Period: 3/26/14 to 12/31/14.

GED Testing Services
5601 Green Valley Drive
Bloomington, MN 55437
robert.rutscher@GEDTestingServices.com
952-681-3754

Justification

1. Establish funding for payment for GED Scoring
2. Service not available within the agency
3. Provide GED test scoring for offenders in the custody of the Department of Corrections
4. Sole Source
5. N/A

DIVISION CONTACT: Teresa Terry
PHONE: 405-962-6082
FAX: 405-962-6102

BILLING CONTACT: Teresa Terry
PHONE: 405-962-6082
FAX: 405-962-6102

OBJECT CODE: TBD (536230)
LOCATION: 5151300
FUNDING: 19430

Authorized Signature
SIGNATURE ON FILE



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FISCAL YEAR: FY14
UNIT: EDUCATION

This contract shall be considered to be in force until the expiration date or until 30 days after notice has been given by either party of its desire to terminate the contract.

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.

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. 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. 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.

Authorized Signature
SIGNATURE ON FILE



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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
- 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.

Authorized Signature

SIGNATURE ON FILE