



1. **Solicitation #:** 3400021502

2. **Solicitation Issue Date:** 08/18/2020

3. Brief Description of Requirement:

To retain the services for professional development and soft skills bundle with course editor for 2501 licenses.

Questions: Must be submitted, by email, no later than 3:00PM CDT on August 21, 2020. Q&A will be posted following this deadline as an amendment, to be copied and attached to the proposal.

4. **Response Due Date¹:** August 28, 2020

Time: 3:00PM CST/CDT

5. Issued By and **RETURN SEALED BID TO²:**

U.S. Postal Delivery Address: N/A

Common Carrier Delivery Address: N/A

Electronic Submission Address: ArgeliaM@health.ok.gov

6. **Solicitation Type** (type "X" at one below):

- Invitation to Bid
- Request for Proposal
- Request for Quote

7. **Contracting Officer:**

Name: Argelia Morrow
Phone: 405-271-4043 ext. 56359
Email: ArgeliM@health.ok.gov

¹ Amendments to solicitation may change the Response Due Date (read GENERAL PROVISIONS, section 3, "Solicitation Amendments").
² If "U.S. Postal Delivery" differs from "Carrier Delivery", use "Carrier Delivery" for courier or personal deliveries.



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

1. **RE: Solicitation #** 3400021502

2. Bidder General Information:

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

3. Bidder Contact Information:

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

4. Oklahoma Sales Tax Permit³:

- YES – Permit #: _____
- NO – Exempt pursuant to Oklahoma Laws or Rules – Attach an explanation of exemption

5. Registration with the Oklahoma Secretary of State:

- YES - Filing Number: _____
- NO - Prior to the contract award, the successful bidder will be required to register with the Secretary of State or must attach a signed statement that provides specific details supporting the exemption the supplier is claiming (www.sos.ok.gov or 405-521-3911).

6. Workers' Compensation Insurance Coverage:

Bidder is required to provide with the bid a certificate of insurance showing proof of compliance with the Oklahoma Workers' Compensation Act.

- YES – Include with the bid a certificate of insurance.
- NO – Exempt from the Workers' Compensation Act pursuant to 85A O.S. § 2(18)(b)(1-11) – Attach a written, signed, and dated statement on letterhead stating the reason for the exempt status.⁴

³ For frequently asked questions concerning Oklahoma Sales Tax Permit, see <https://www.ok.gov/tax/Businesses/index.html>

⁴ For frequently asked questions concerning workers' compensation insurance, see <https://www.ok.gov/wcc/Insurance/index.html>

7. Disabled Veteran Business Enterprise Act

- YES – I am a service-disabled veteran business as defined in 74 O.S. §85.44E. Include with the bid response 1) certification of service-disabled veteran status as verified by the appropriate federal agency, and 2) verification of not less than 51% ownership by one or more service-disabled veterans, and 3) verification of the control of the management and daily business operations by one or more service-disabled veterans.
- NO – Do not meet the criteria as a service-disabled veteran business.

Authorized Signature	Date
Printed Name	Title



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.

Agency Name: Oklahoma State Dept. of Health Agency Number: 340

Solicitation or Purchase Order #: 3400021502

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

A. GENERAL PROVISIONS

A.1. Definitions

As used herein, the following terms shall have the following meaning unless the context clearly indicates otherwise:

- A.1.1. "Acquisition" means items, products, materials, supplies, services, and equipment a state agency acquires by purchase, lease purchase, lease with option to purchase, or rental pursuant to the Oklahoma Central Purchasing Act;
- A.1.2. "Addendum" means a written restatement of or modification to a Contract Document executed by the Supplier and State.
- A.1.3. "Bid" means an offer in the form of a bid, proposal, or quote a bidder submits in response to a solicitation;
- A.1.4. "Bidder" means an individual or business entity that submits a bid in response to a solicitation;
- A.1.5. "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, request for proposal, or a request for quotation; and
- A.1.6. "Supplier" or "vendor" means an individual or business entity that sells or desires to sell acquisitions to state agencies.

A.2. Bid Submission

- A.2.1. Submitted bids shall be in strict conformity with the instructions to bidders and shall be submitted with a completed Responding Bidder Information, OMES-FORM-CP-076, and any other forms required by the solicitation.
- A.2.2. Bids shall be submitted to the procuring agency in a single envelope, package, or container and shall be sealed, unless otherwise detailed in the solicitation. 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.
- A.2.3. The required certification statement, "Certification for Competitive Bid and/or Contract (Non-Collusion Certification)", OMES-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.
- A.2.4. All bids shall be legible and completed in ink or with electronic printer or other similar office equipment. Any corrections to bids shall be identified and initialed in ink by the bidder. Penciled bids and penciled corrections shall NOT be accepted and will be rejected as non-responsive. In addition to a hard copy submittal, the bidder will also be required to submit an electronic copy. Electronic responses must be submitted in the identical format contained in the solicitation (for example Microsoft Word, Microsoft Excel, but not Adobe PDF). In the event the hard copy of the price worksheets and electronic copy of the price worksheets do not agree, the electronic copy will prevail.
- A.2.5. All bids submitted shall be subject to the Oklahoma Central Purchasing Act, Central Purchasing Rules, and other statutory regulations as applicable, these General Provisions, any Special Provisions, solicitation specifications, required certification statement, and all other terms and conditions listed or attached herein—all of which are made part of this solicitation.

A.3. Solicitation Amendments

- A.3.1. If an "Amendment of Solicitation", OMES-FORM-CP-011, is issued, the bidder shall acknowledge receipt of any/all amendment(s) to solicitations by signing and returning the solicitation amendment(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. The procuring agency must receive the amendment acknowledgement(s) by the response due date and time specified for receipt of bids for the bid to be deemed responsive. Failure to acknowledge solicitation amendments may be grounds for rejection.
- A.3.2. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the solicitation. All amendments to the solicitation shall be made in writing by the procuring agency.
- A.3.3. It is the bidder's responsibility to check frequently for any possible amendments that may be issued. The procuring agency is not responsible for a bidder's failure to download any amendment documents required to complete a solicitation.

A.4. 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 procuring agency with the following statement "This bid supersedes the bid previously submitted" in a single envelope, package, or container and shall be sealed, unless otherwise detailed in the solicitation. 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.

A.5. Certification Regarding Debarment, Suspension, and Other Responsibility Matters

By submitting a response to this solicitation:

- A.5.1. The prospective primary participant and any subcontractor certifies to the best of their knowledge and belief, that they and their principals or participants:
 - A.5.1.1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal, State or local department or agency;
 - A.5.1.2. Have not within a three-year period preceding this proposal been convicted of or pled guilty or had a civil judgment rendered 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 statements, or receiving stolen property;
 - A.5.1.3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph A.5.1.2. of this certification; and
 - A.5.1.4. Have not within a three-year period preceding this application/proposal had one or more public (Federal, State, or local) contracts terminated for cause or default.
- A.5.2. 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.

A.6. Bid Opening

Sealed bids shall be opened by the Oklahoma State Department of Health located at Email: ArgeliaM@health.ok.gov at the time and date specified in the solicitation as the Response Due Date and Time.

A.7. Open Bid / Open Record

Pursuant to the Oklahoma Public Open Records Act, a public bid opening does not make the bid(s) immediately accessible to the public. The procurement or contracting agency shall keep the bid(s) confidential, and provide prompt and reasonable access to the records only after a contract is awarded or the solicitation is cancelled. This practice protects the integrity of the competitive bid process and prevents excessive disruption to the procurement process. The interest of achieving the best value for the State of Oklahoma outweighs the interest of vendors immediately knowing the contents of competitor's bids. [51 O.S. § 24A.5(5)]

Additionally, financial or proprietary information submitted by a bidder may be designated by the Purchasing Director as confidential and the procurement entity may reject all requests to disclose information designated as confidential pursuant to 62 O.S. (2012) § 34.11.1(H)(2) and 74 O.S. (2011) § 85.10. 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 State Purchasing Director shall make the final decision as to whether the documentation or information is confidential pursuant to 74 O.S. § 85.10. Otherwise, documents and information a bidder submits as part of or in connection with a bid are public records and subject to disclosure after contract award or the solicitation is cancelled.

A.8. Late Bids

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

A.9. Legal Contract

- A.9.1. Submitted bids are rendered as a legal offer and any bid, when accepted by the procuring agency, shall constitute a contract.

A.9.2. The Contract resulting from this solicitation may consist of the following documents in the following order of precedence:

A.9.2.1. Any Addendum to the Contract;

A.9.2.2. Purchase order, as amended by Change Order (if applicable);

A.9.2.3. Solicitation, as amended (if applicable); and

A.9.2.4. Successful bid (including required certifications), to the extent the bid does not conflict with the requirements of the solicitation or applicable law.

A.9.3. Any contract(s) awarded pursuant to the solicitation shall be legibly written or typed.

A.10. Pricing

A.10.1. Bids shall remain firm for a minimum of sixty (60) days from the solicitation closing date.

A.10.2. Bidders guarantee unit prices to be correct.

A.10.3. 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.

A.11. Manufacturers' Name and Approved Equivalents

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

A.12. Clarification of Solicitation

A.12.1. Clarification pertaining to the contents of this solicitation shall be directed in writing to the Contracting Officer specified in the solicitation, and must be prior to the closing date of the solicitation.

A.12.2. If a bidder fails to notify the State of an error, ambiguity, conflict, discrepancy, omission or other error in the SOLICITATION, known to the bidder, or that reasonably should have been known by the bidder, the bidder shall submit a bid at its own risk; and if awarded the contract, the bidder shall not be entitled to additional compensation, relief, or time, by reason of the error or its later correction. If a bidder takes exception to any requirement or specification contained in the SOLICITATION, these exceptions must be clearly and prominently stated in their response.

A.12.3. Bidders who believe proposal requirements or specifications are unnecessarily restrictive or limit competition may submit a written request for administrative review to the contracting officer listed on the solicitation. This request must be made prior to the closing date of the solicitation.

A.13 Negotiations

A.13.1. In accordance with Title 74 §85.5, the State of Oklahoma reserves the right to negotiate with one, selected, all or none of the vendors responding to this solicitation to obtain the best value for the State. Negotiations could entail discussions on products, services, pricing, contract terminology or any other issue that may mitigate the State's risks. The State shall consider all issues negotiable and not artificially constrained by internal corporate policies. Negotiation may be with one or more vendors, for any and all items in the vendor's offer.

A.13.2. Firms that contend that they lack flexibility because of their corporate policy on a particular negotiation item shall face a significant disadvantage and may not be considered. If such negotiations are conducted, the following conditions shall apply:

A.13.3. Negotiations may be conducted in person, in writing, or by telephone.

A.13.4. Negotiations shall only be conducted with potentially acceptable offers. The State reserves the right to limit negotiations to those offers that received the highest rankings during the initial evaluation phase.

A.13.5. Terms, conditions, prices, methodology, or other features of the bidders offer may be subject to negotiations and subsequent revision. As part of the negotiations, the bidder may be required to submit supporting

financial, pricing, and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the offer.

- A.13.6. The requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the State determines that a change in such requirements is in the best interest of the State Of Oklahoma.

A.14. Rejection of Bid

The State reserves the right to reject any bids that do not comply with the requirements and specifications of the solicitation. A bid may be rejected when the bidder imposes terms or conditions that would modify requirements of the solicitation or limit the bidder's liability to the State. Other possible reasons for rejection of bids are listed in OAC 260:115-7-32.

A.15. Award of Contract

- A.15.1. The State Purchasing Director 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 Purchasing Director to be in the best interest of the State of Oklahoma.
- A.15.2. Contract awards will be made to the lowest and best bidder(s) unless the solicitation specifies that best value criteria is being used.
- A.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 OMES website at the following link: <https://www.ok.gov/dcs/vendors/index.php>.

A.16. Contract Modification

- A.16.1. The Contract is issued under the authority of the State Purchasing Director who signs the Contract. The Contract may be modified only through a written Addendum, signed by the State Purchasing Director and the supplier .
- A.16.2. Any change to the Contract, including but not limited to 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 procuring agency in writing, or made unilaterally by the supplier, is a breach of the Contract. Unless otherwise specified by applicable law or rules, such changes, including unauthorized written Addendums, 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.

A.17. Delivery, Inspection and Acceptance

- A.17.1. Unless otherwise specified in the solicitation or awarding documents, all deliveries shall be F.O.B. Destination. The supplier(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 dock 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 filing, processing, and collecting any and all damage claims accruing prior to acceptance.
- A.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 procuring agency.

A.18. Invoicing and Payment

- A.18.1. Upon submission of an accurate and proper invoice, the invoice shall be paid in arrears after products have been delivered or services provided and in accordance with applicable law. Invoices shall contain the purchase order number, a description of the products delivered or services provided, and the dates of such delivery or provision of services. An invoice is considered proper if sent to the proper recipient and goods or services have been received.
- A.18.2. State Acquisitions are exempt from sales taxes and federal excise taxes.
A.18.3. Pursuant to 74 O.S. §85.44(B), invoices will be paid in arrears after products have been delivered or services provided.

- A.18.4. Payment terms will be net 45. Interest on late payments made by the State of Oklahoma is governed by 62 O.S. § 34.72.
- A.18.5. Additional terms which provide discounts for earlier payment may be evaluated when making an award. Any such additional terms shall be no less than ten (10) days increasing in five (5) day increments up to thirty (30) days. The date from which the discount time is calculated shall be the date of a proper invoice.

A.19. Tax Exemption

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

A.20. Audit and Records Clause

- A.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 any 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.
- A.20.2. The successful supplier(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.

A.21. 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 appropriate government entity. Notwithstanding any language to the contrary in the solicitation, purchase order, or any other Contract document, the procuring agency may terminate its obligations under the Contract if sufficient appropriations are not made by the Legislature or other appropriate governing entity to pay amounts due for multiple year agreements. The Requesting (procuring) Agency's decisions as to whether sufficient appropriations are available shall be accepted by the supplier and shall be final and binding.

A.22. 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.

A.23. Choice of Venue

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

A.24. Termination for Cause

- A.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 procuring agency. The State may terminate the Contract for default or any other just cause upon a 30-day written notification to the supplier.
- A.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 Purchasing Director determines that an administrative error occurred prior to Contract performance.
- A.24.3. If the Contract is terminated, the State shall be liable only for payment for products and/or services delivered and accepted.

A.25. Termination for Convenience

- A.25.1. The State may terminate the Contract, in whole or in part, for convenience if the State Purchasing Director determines that termination is in the State's best interest. The State Purchasing Director 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 Purchasing Director.

A.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.

A.26. Insurance

The successful supplier(s) awarded the Contract shall obtain and retain insurance, including workers' 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 procuring agency with evidence of such insurance and renewals.

A.27. 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 procuring agency. The supplier's employees shall not be considered employees of the State of Oklahoma nor of the procuring agency for any purpose, and accordingly shall not be eligible for rights or benefits accruing to state employees.

A.28. 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) through the Department of Homeland Security and available at www.dhs.gov/E-Verify.

A.29. 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 permit requirements.

A.30. Special Provisions

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

Section B - Special Provisions

B.01. Access to Records Requirements:

B.01.1. The Contractor agrees to comply with all record retention requirements of 2 CFR § 200.333 - §200.337. The Contractor agrees to maintain required records and supporting documentation, for validation of costs billed to the OSDH, for seven (7) years from the ending date of the contract. The Contractor also agrees to allow the State Auditor's Office, GAO, the Oklahoma Department of Management and Enterprise Services, the OSDH, or their authorized representatives access to the records, books, documents, accounting procedures, practices or any items of the service provider relevant to this contract for purpose of audit and examination. The Contractor further agrees to assure appropriate access by the aforementioned parties to any subcontractor's associated records.

B.01.2. If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the seven-year period, the records must be retained until completion of the action and resolution of all issues which arise from it; or, until the end of the regular seven-year period, whichever is later.

B.01.3. The OSDH may routinely request supporting documentation to validate Contractor payments.

B.02. 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 the OSDH.

B.03. Amendments, Unavailability or Redirection of Funding and Cancellation:

In the event state or federal funds used to support this contract become unavailable, either in full or in part, due to reductions in appropriations, the OSDH may terminate or reduce the contract upon notice in writing to the Contractor by certified mail or email. The OSDH may also, based on its determination of agency need, increase or reduce contract amounts and send notification of such changes to the Contractor upon making such changes. The OSDH shall be the final authority as to the availability or redirection of funds. The effective date of such contract termination, increase or reduction shall be specified in the notice. All other modifications or amendments to this contract shall be in writing, dated and executed by both the Contractor and the OSDH. 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 the OSDH. With exception of the above, this contract shall be in force until the expiration date, or until 30 days after written notice has been given by either party of its desire to cancel without cause. Notification of cancellation shall be by Certified Mail to the business address of record or by email to the specified Contact Person. In the event this contract is canceled by either party, the OSDH shall be responsible for reimbursement for goods or services received or provided prior to cancellation date. In the event this contract is cancelled under this section, Contractor agrees to take all reasonable steps to minimize termination costs and to comply with the requirements in 2 CFR §200.343 and 200.344. The OSDH agrees to reimburse Contractor for all work performed prior to the date of notice of termination of this contract for expenditures and non-cancelable commitments incurred in anticipation of performing under this contract. The OSDH shall not be responsible for reimbursement of unreasonable or unnecessary expenditures incurred after receipt of the cancellation notice.

B.04. Event of Default:

The OSDH may withhold payment or terminate the contract in whole or in part in the event (i) it has provided Contractor with written notice of material breach, and (ii) Contractor fails to cure such material breach within thirty (30) days of receipt of written notice. If the contract or certain obligations under the contract are terminated, the OSDH shall be liable only for payment for products or services delivered and accepted prior to the date of such termination. Such termination shall not be an exclusive remedy but shall be in addition to any other rights and remedies provided for by law. In no event shall the OSDH be liable to the Contractor, for compensation for any products or services provided by Contractor neither requested nor accepted by the OSDH. Any partial termination of the contract shall not be construed as a waiver of, and shall not affect, the rights and obligations of the Contractor or the OSDH regarding portions of the contract that remain in effect.

B.05. 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 OSDH may impose additional conditions as provided in 2 CFR §200.207; or, as provided in 2 CFR § 200.338, temporarily hold cash payments pending correction of the deficiency, disallow all or part of the cost of the activity or action not in compliance, suspend or terminate the contract in part or in whole, withhold further awards for the project or program, or take other remedies legally available. Compliance with the requirements shall be the responsibility of the Contractor, without reliance on or direction by the OSDH.

B.06. Applicable Law:

This contract shall be governed in all respects by the laws of the State of Oklahoma. Jurisdiction and venue for any dispute concerning this contract shall be Oklahoma County, Oklahoma.

B.07. Assignment and Delegation:

The services to be performed under this contract shall not be assigned or transferred, in whole or in part, to any other person or entity without the prior written approval of the OSDH. 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 provision of the services. The terms of this contract shall be included in any OSDH approved subcontract. The Contractor will be liable for all additional costs and expenses arising from such subcontract or substitution to cover performance. Approval by the OSDH of a subcontract shall not relieve the Contractor of any responsibility for performance under this contract.

B.08. Certification Regarding Debarment, Suspension, Proposed for Debarment, or Declared Ineligible for Award of Contracts by any Federal or State Agency:

B.08.1. By signing the contract, the Contractor attests and assures that no employee or any of its principals performing hereunder:

B.08.2. are presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

B.08.3. have, within a three year period preceding this offer, been convicted of or had a civil judgment rendered 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 subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or, commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;

B.08.4. have, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal, State or local entity; nor,

B.08.5. are presently indicted for, or otherwise criminally indicted, or charged by a governmental entity with any of the offenses enumerated above in this section.

B.09. Contact Persons:

B.09.1 For the purposes of this contract, all contacts with the Contractor shall be directed to its representative: _____ at telephone number: _____ and email address: _____.

B.09.2. Contact information for the OSDH Contact Person shall be provided with the award documentation.

B.09.3. Either party may change the Contact Person upon notice to the other party.

B.10. Contract Monitoring Plan:

B.10.1. As a vendor with the OSDH, your contract will be monitored to ensure compliance with the Terms and Conditions outlined in this contract. Typical monitoring activities may include Contractor site visits, review of contractually required deliverables, invoice review, and verification of licensure and/or insurance required and other monitoring activities.

B.10.2. All communications related to this contract will be between the Contractor's Contact Person and the OSDH Contract Monitor. The OSDH Contract Monitor for this contract is:

Kara Morrow/Rosangela Miguel
Human Resources
Oklahoma State Department of Health
1000 N.E. 10th Street
Oklahoma City, OK 73117-1299
(405)271-9444 ext. 56217 or ext. 56190
karam@health.ok.gov/rosangelam@health.ok.gov

B.11. Contractor's Relation to the OSDH:

The Contractor is in all respects an independent Contractor and is neither an agent nor an employee of the OSDH. Neither the Contractor nor any of its officers, employees, agents, or members shall have authority to bind the OSDH nor are they entitled to any of the benefits or worker's compensation provided by the OSDH to its employees. In the event the independent contractor relationship ends in any way, this contract shall automatically terminate without notice. The Contractor shall notify the OSDH Contract Monitor of the change in relationship.

B.12. Electronic Signatures/Execution in Counterparts

This document may be executed in counterparts, with each such copy considered an original. Facsimile/scanned and PDF signatures shall be accepted as original. Electronic signatures must be an authorized copy of the hand-written signature or created using a technology that allows the process of signature authentication to be validated. In all cases, the name of the authorized signatory shall be identified as visible on the document. Each party will be responsible for maintaining the security of its electronic signature technology and represents through submission of the signed document that the individual's signature is authorized and valid to bind the organization.

B.13. Entire Agreement:

This contract, including referenced attachments, OSDH Request for Proposal and response of Contractor taken together as a whole constitute the entire agreement between the OSDH and Contractor. No other statement, promise, condition, understanding, inducement or representation, oral or written, expressed or implied shall be binding or valid.

B.14. 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. Equipment is defined as an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the Contractor for financial statement purposes, or \$5000.

B.15. Federal Funding Accountability and Transparency Act of 2006 (FFATA):

Contractors shall comply with the requirements of the Federal Funding Accountability and Transparency Act of 2006 (FFATA) as set forth in 2 CFR Part 170. A DUNS number (Data Universal Numbering System) is a requirement for all contracts of \$25,000 or more. Contractors may be required to submit additional information to satisfy FFATA compliance.

B.16. Force Majeure:

B.16.1. Either party shall be temporarily excused from performance to the extent delayed as a result of unforeseen causes beyond its reasonable control including fire or other similar casualty, act of God, strike or labor dispute, war or other violence, or any law, order or requirement of any governmental agency or authority provided the party experiencing the force majeure event has prudently and promptly acted to take any and all steps within the party's control to ensure continued performance and to shorten duration of the event. If a party's performance of its obligations is materially hindered as a result of a force majeure event, such party shall promptly notify the other party of its best reasonable assessment of the nature and duration of the force majeure event and steps it is taking, and plans to take, to mitigate the effects of the force majeure event. The party shall use commercially reasonable best efforts to continue performance to the extent possible during such event and resume full performance as soon as reasonably practicable. Subject to the conditions set forth above, such non-performance shall not be deemed a default. However, the OSDH may terminate a purchase order if Contractor cannot cause delivery of products or services in a timely manner to meet the business needs of the OSDH.

B.16.2. Notwithstanding the foregoing or any other provision in the contract, (1) in no event will any of the following be considered a force majeure event: (a) shutdowns, disruptions or malfunctions in Contractor's systems or any of Contractor's telecommunication or internet services other than as a result of general and widespread internet or telecommunications failures that are not limited to Contractor's systems; or (b) the delay or failure of Contractor or subcontractor personnel to perform any obligation of Contractor hereunder unless such delay or failure to perform is itself by reason of a force majeure event; and (2) no force majeure event modifies or excuses Contractor's confidentiality, indemnification or data security and breach notifications set forth herein.

B.17. Maintenance of Insurance, Payment of Taxes, and Workers' Compensation:

B.17.1. As a condition of this contract, Contractor shall procure at its own expense, and provide proof of, insurance coverage with the applicable liability limits set forth below. Such proof of coverage shall be provided to the OSDH Procurement if services will be provided by any of Contractor's employees, agents or subcontractors at any State premises and/or employer vehicles will be used in connection with performance of work for the OSDH. Contractor may not commence performance hereunder until such proof has been provided. Additionally, Contractor shall promptly provide proof to the OSDH Procurement of any renewals, additions, or changes to such insurance coverage. Contractor's obligation to maintain insurance coverage under the contract is a continuing obligation through the term of the contract and each purchase order issued to Contractor in connection with the contract. The minimum acceptable insurance limits of liability are as follows:

- B.17.1.1.** Workers' Compensation and Employer's Liability Insurance in accordance with and to the extent required by applicable law;
 - B.17.1.2.** Commercial General Liability Insurance covering the risks of personal injury, bodily injury (including death) and property damage, including coverage for contractual liability, with a limit of liability of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate;
 - B.17.1.3.** Automobile Liability Insurance with limits of liability of not less than \$1,000,000 per occurrence and in the aggregate, with coverage, if applicable, for all owned vehicles, all non-owned vehicles, and all hired vehicles;
 - B.17.1.4.** Professional Errors and Omissions Insurance which shall include Consultant's Computer Errors and Omissions Coverage, if information technology services are provided under the Contract, with limits not less than \$1,000,000 per claim and in the aggregate;
 - B.17.1.5.** Medical Malpractice insurance, if applicable;
 - B.17.1.6.** Comply with applicable Federal and State 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; and
 - B.17.1.7.** Additional coverage required by State in writing in connection with a particular purchase or service.
- B.17.2.** Contractor shall be entirely responsible during the existence of the contract for the liability and payment of taxes payable by or assessed to Contractor or its employees, agents and subcontractors of whatever kind, in connection with the contract. Contractor further agrees to comply with all state and federal laws applicable to any such persons, including laws regarding wages, taxes, insurance, and Workers' Compensation. The OSDH shall not be liable to the Contractor, its employees, agents, or others for the payment of taxes or the provision of unemployment insurance and/or Workers' Compensation or any benefit available to a State employee.

B.17.3. Contractor agrees to indemnify and hold harmless the OSDH and its employees, agents, representatives, contractors, and/or assignees from any and all liability, actions, claims, demands, or suits, and all related costs and expenses and attorneys' fees relating to tax liability, unemployment insurance and/or assignees from any and all liability, actions, claims, demands, or suits, and all related costs and expenses and attorneys' fees relating to tax liability, unemployment insurance and/or Workers' Compensation in connection with its performance under the Contract.

B.17.4. If the Contractor does not carry workers' compensation insurance because it considers their business to be that of an independent Contractor, as defined by the Workers Compensation Act (85A O.S. § 1 et. seq.), and not that of an employee, the Contractor must complete the Affidavit of Exempt Status under the Administrative Workers' Compensation Act (CC-FORM-36A) through the Oklahoma Worker's Compensation Commission and provide proof of completion to the OSDH before any contractual services are provided.

B.18. Information Technology Access Clause:

B.18.1. State procurement of information technology is subject to certain federal and State laws, rules and regulations related to information technology accessibility, including but not limited to Oklahoma Information Technology Accessibility Standards ("Standards") set forth at https://omes.ok.gov/sites/g/files/gmc316/f/isd_itas.pdf. Contractor shall provide a Voluntary Product Accessibility Template ("VPAT") describing accessibility compliance via a URL linking to the VPAT and shall update the VPAT as necessary in order to allow the OSDH to obtain current VPAT information as required by State law. If products require development or customization, additional requirements and documentation may be required and compliance shall be necessary by the Contractor. Such requirements may be stated in appropriate documents including but not limited to a statement of work, riders, agreement, purchase order or Addendum.

B.18.2. All representations contained in the VPAT provided will be relied upon by the OSDH as applicable, for accessibility compliance purposes.

B.19. Commercial Off-The-Shelf (Cots) Software

In the event that Supplier specifies terms and conditions or clauses in an electronic license agreement notice that conflict with the terms of this Contract, the additional terms and conditions or conflicting clauses shall not be binding on the State and the provisions of this Contract shall prevail.

B.20. Compliance with Technology Policies

The Supplier agrees to adhere to the State of Oklahoma "Information Security Policy, Procedures, and Guidelines" available at: https://omes.ok.gov/sites/g/files/gmc316/f/InfoSecPPG_0.pdf

B.21. Emerging Technologies

The State of Oklahoma reserves the right to modify the terms of this Contract at any time to allow for technologies not identified in this Contract. If there are repeated requests for an "emerging technology" and the State feels it is warranted to add such technologies, the State reserves the right to include such technology hereunder or to issue an Amendment to this Contract.

B.22. Supplier Services

The State of Oklahoma shall not guarantee any minimum or maximum amount of the Supplier services that may be required under this Contract.

B.23. Invoicing:

A properly completed invoice must be submitted within 30 days of the end of the month in which services were delivered or products provided and include the following items:

B.23.1. name, address and FEI number of the Contractor;

B.23.2. invoice date;

B.23.3. period covered by invoice;

B.23.4. purchase order number;

B.23.5. any other data, reports, information or documentation required by other conditions of the contract;

B.23.6. detail of the services provided and be in accordance with the terms and conditions of this agreement.

B.23.7. For invoices involving payment for the Contractor's time, the invoice must be signed and contain the following statement: By my signature I attest that this invoice is an accurate and true representation of my time in relation to the services provided to the OSDH.

B.23.8. The invoice shall be submitted to:

OKLAHOMA STATE DEPARTMENT OF HEALTH
Human Resources/ Attn: Kara Morrow/Rosangela Miguel
1000 NE 10TH Street
Oklahoma City, Oklahoma 73117-1299

B.23.9. The State of Oklahoma has 45 days from presentation of a proper invoice to issue payment to the Contractor.

B.23.10. The OSDH may withhold or delay payment to any Contractor failing to provide required programmatic documentation and/or requested financial documentation.

B.23.11. The OSDH reserves the right not to process invoices submitted by the Contractor to OSDH more than 30 days after the month in which services were delivered. The OSDH will not pay invoices received more than sixty (60) days after the end of the applicable contract period.

B.24. Mandatory Requirements:

The use of the terms "shall," "must" or "will" (except to indicate simple futurity) in this contract indicate a mandatory requirement or condition. The word "should" or "may" in this contract indicates desirable attributes of conditions and are permissive in nature.

B.25. Non-Collusion Certification:

The Contractor will complete and return the attached non-collusion certification, OMES-FORM-CP-004.

B.26. Notices

Notices under this contract shall be considered properly delivered when sent by certified mail to the business address of record or by email, delivery receipt requested, to the Contact Person identified in the contract.

B.27. Oklahoma Taxpayer and Citizen Protection Act of 2007:

By signing the contract, the Contractor warrants and attests its employees and all proposed subcontractors are in compliance with the Federal Immigration and Nationality Act (FINA) and all other 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 contract. These warranties shall remain in effect through the entire term, including all renewal periods, of the Contract. 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 contractor or subcontractor registers and participates in the Status Verification System to verify information of all new employees.

The Status Verification Service System is defined in 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (EEV) available at www.dhs.gov/E-Verify.

B.28. Open Records Act:

Contractor acknowledges that the State is subject to the Oklahoma Open Records Act set forth at 51 O.S. §24A-1 et seq. Contractor also acknowledges that State will comply with the Oklahoma Open Records Act and with all opinions of the Oklahoma Attorney General concerning this Act. Except for a provision of the Contract specifically designated as confidential in a writing executed by both parties or a provision protected from disclosure in the Open Records Act or other applicable law, no Contract provision is confidential information and any provision is subject to disclosure.

B.29. Other Certifications:

The Contractor certifies compliance with the provisions of the 1964 Civil Rights Act, Education Amendment of 1972; Section 504 of the Rehabilitation Act 1973; the Age Discrimination Act of 1975; the Hatch Act; the Pro Children Act of 1994; Drug Free Workplace Act of 1988; the American with Disabilities Act of 1990; Title IX or the Education Amendments of 1972; 31 U.S.C. Section 1352, Public Law 105-78; Section 503 of Division F, Title V, of the FY12 Consolidated Appropriations Act; 41 U.S.C. 4712 and the National Defense Authorization Act (NDAA) for Fiscal year (FY) 2013; Contract Work Hours and Safety Standards Act (40 U.S. C. 3701-3708); Anti-Lobbying Law (31 U.S.C. 1325); Internal Revenue Service Publication 1075 (regarding use, access and disclosure of Federal Tax Information); the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended; mandatory standards and policies relating to energy efficiency as outlined in the State of Oklahoma's energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201); 2 CFR § 200.112 (Conflict of Interest); 2 CFR § 200.113 (Mandatory Disclosures); 2 CFR § 200.322 (Procurement of Recovered Materials); registered as business entity licensed to do business in the State, having obtained a sales tax permit, and be current on franchise tax payments to the State, as applicable; and, the Single Audit Act of 1984; as applicable.

B.30. Procurement Integrity:

The Contractor certifies they have not entered into this contract with this or any other Oklahoma 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.

B.31. Severability:

If any provision of this contract, or the application of any term or condition to any party or circumstances, is held invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable and the application of such provision to other parties or circumstances shall remain valid and in full force and effect.

B.32. Statement of Responsibility and Liability:

B.32.1. The parties intend that each shall be responsible for its own intentional and negligent acts or omissions to act. The OSDH 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 Oklahoma Governmental Tort Claims Act (51 O.S. §151 et seq.).

B.32.2. The Contractor shall be responsible for any damages or personal injury caused by the negligent acts or omissions to act by its officers, employees, or agents acting within the scope of their authority or employment.

B.32.3. The Contractor agrees to hold harmless the OSDH 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 contract 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 severable liability.

B.33. Tobacco Free Policy:

Contractor, while performing the duties under this contract shall comply with the smoke free requirements on state property pursuant to 21 O.S. § 1247. For other tobacco products, including e-cigarettes, use of such products is prohibited pursuant to the Governor's Executive Orders 2019-07 and 2013-43.

B.34. Travel and Related Expenses:

All costs associated with the execution of this contract are included in the costs described in the Contract Expense Cap section of this contract. Additional costs, including travel expenses, will not be reimbursed.

B.35. Use of OSDH Name or Logo:

Contractor may not use the OSDH name or logos without the explicit written permission of OSDH.

B.36. Waiver of Breach:

No failure by the OSDH to enforce any provisions hereof after any event of default by the Contractor shall be deemed a waiver of the OSDH'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.

B.37. Indemnity:

Supplier agrees to defend, indemnify and hold the State, its officers, directors, employees, and agents harmless from all liabilities, claims, damages, losses, costs, expenses, demands, suits and actions (including without limitation reasonable attorneys' fees and costs required to establish the right to indemnification), excluding damages that are the sole fault of Customer, arising from or in connection with Supplier's breach of its express representations and warranties in these Information Technology Terms and the Contract. If a third party claims that any portion of the products or services provided by Supplier under the terms of another Contract Document or these Information Technology Terms infringes that party's patent or copyright, Supplier shall defend, indemnify and hold harmless the State and Customer against the claim at Supplier's expense and pay all related costs, damages, and attorney's fees incurred by or assessed to, the State and/or Customer. The State and/or Customer shall promptly notify Supplier of any third party claims and to the extent authorized by the Attorney General of the State, allow Supplier to control the defense and any related settlement negotiations. If the Attorney General of the State does not authorize sole control of the defense and settlement negotiations to Supplier, Supplier shall be granted authorization to equally participate in any proceeding related to this section but Supplier shall remain responsible to indemnify Customer and the State for all associated costs, damages and fees incurred by or assessed to the State and/or Customer. Should the software become, or in Supplier's opinion, be likely to become the subject of a claim or an injunction preventing its use as contemplated in connection with Hosting services, Supplier may, at its option (i) procure for the State the right to continue using the software or (ii) replace or modify the software with a like or similar product so that it becomes non-infringing.

B.38. Charitable Choice Providers:

Providers who are members of the faith community are eligible to compete for contracts with the State of Oklahoma on the same basis as any other provider. Such providers shall not be required to alter their forms of internal governance, their religious character or remove religious art, icons, scripture, or other symbols. Such providers may not, however, discriminate against clients on the basis of their religion, religious beliefs, or clients' refusal to participate in religious practices (45 CFR Part 87.1c). Organizations that receive direct financial assistance from the OSDH under any OSDH program may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded with direct financial assistance from the OSDH. If an organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded with direct financial assistance from the OSDH, and participation must be voluntary for beneficiaries of the programs or services funded with such assistance.

C. Solicitation Specifications:

C.01. This Invitation to Bid (ITB) is from the Oklahoma State Department of Health, Human Resources (HR), hereinafter referred to as OSDH, by virtue of the authority vested in it by 74 O.S. § 85.1, et. al., and hereinafter referred to as Contractor.

C.01.1. All terms and conditions herein become the contract between the OSDH and the Contractor. The Contractor agrees to comply with all of these terms and conditions. Contractor understands and agrees that when any term and/or condition contained within this contract is, or becomes, applicable to the Contractor’s officers and/or employees, Contractor agrees to ensure that its officers and employees (collectively, “organization”) abide by the terms and/or condition applicable to organization.

C.02. Contractor Relationship:

In accordance with 2 CFR Part 200 (Uniform Grant Guidance), the relationship between the OSDH and the Contractor for this contract is that of a vendor.

C.03. Federal Award Information:

This agreement is fully or partially funded through federal funds. An updated notice of federal award information will be provided with each contract renewal, contract modification, or other change that affects the amount of the contract or the allocation of fund source(s). The amount below identifies the amount of each applicable federal award for this contract, and may not be the same as the total amount of the federal award provided to OSDH or as the total amount of this contract.

FAIN #:	NBT01OT009262
Award Name:	Preventative Health & Health Services Block Grant - 2019
Award Year:	9/30/2019
CFDA #:	93.9910000
Federal Awarding Agency:	Centers for Disease Control and Prevention

C.04. Purpose:

The purpose of this contract is to obtain services for professional development and soft skills bundle with course editor for the approximation of 2501 licenses. Please refer to “Attachment A” for a list of courses.

C.05. Indefinite Quantity:

This contract is for an indefinite quantity and the state may, or may not, buy the quantity mentioned in the contract.

C.05.1. The contract quantity may be increased by OSDH and upon issuance of an approved change order specifying the additional quantity.

C.06. Contract Period:

This Contract will begin on Date of Award, and terminate on the August 30, 2021. The Date of Award is the date the OSDH has in its possession a copy of the contract executed by both parties and a purchase order has been issued. This Contract shall include an option to renew for up to one (1) additional one (1) year period (September 1 through August 30). Renewal shall be contingent upon the needs of OSDH, the supplier’s performance and funding availability. This contract shall not take effect and no services may be provided prior to the Date of Award.

C.07. Contract Expense Cap:

The OSDH will reimburse the Contractor up to a maximum of \$38,000.00 per contract year.

C.08. Duties of the Contractor:

The Contractor shall:

C.8.1 Contractor will make the courses and course editor available to OSDH upon invoice payment.

C.09. Duties of the OSDH:

The OSDH shall:

C.9.1. OSDH is responsible for paying the invoice timely and before course are made available, and initiating the renewing of the contract in twelve (12) months.

D. Evaluation:

This bid will be evaluated Lowest and Best and awarded as an All or None Award. Contractor to refer to "Attachment A" for list of courses. Alternate bids will only be considered when a demo has been included.

E. Instruction to Bidder:

E.01. Introduction:

Prospective Bidders are urged to read this solicitation carefully. Failure to do so will be at the Bidder's risk. Provisions, terms, and conditions may be stated or phrased differently than in previous solicitations. Prospective of past interpretations, practices or customs, proposals will be evaluated and any resultant contract(s) will be administered in strict accordance with the plain meaning of the contents hereof. The bidder is cautioned that the requirements of this solicitation can be altered only by written amendment approved by the state and that verbal communications from whatever source are of no effect. In no event shall the Bidder's failure to read and understand any term or condition in this solicitation constitute grounds for a claim after contract award.

E.02. Submissions/Copies

E.2.1. Due to the COVID 19 outbreak, a Bid shall be submitted via email to ArgeliaM@health.ok.gov. In person, commercial carrier or facsimile submittals shall not be accepted. The email Bid shall contain the Solicitation Name, Bid Response Due Date and Time in the subject line of the email. The State is not responsible for incorrect link information or inability to access a submitted Bid.

E.03. Questions

E.3.1. Questions regarding this solicitation must be submitted in writing and are to be emailed no later than 3:00 P.M. CDT, August 21, 2020 to Argelia Morrow email address: argeliam@health.ok.gov. Questions after this date may or may not be answered. If any questions are received an amendment will be posted to the OSDH website listing all questions received and their answers.

F. Checklist:

A Checklist of Submission Requirements is found below. The checklist may be of value to the Bidder in ensuring compliance with ITB requirements. It is recommended that the Checklist be completed and submitted with the proposal package. Submission of this checklist, however, is not mandatory so the failure to submit the Checklist will not result in the rejection of the proposal. This is not meant to be an all-inclusive list and it is the responsibility of the bidder to complete all the mandatory requirements.

No.	Description	Yes	No
1	Form 076 - <i>Responding Bidder Information</i>		
2	Form 004 - <i>Certification for Competitive Bid and/or Contract (Non-Collusion Certification)</i>		
3	Certificate of Insurance/Workman's Comp Form		
4	Signed Amendment(s) if any		
5	All information relating to Section C & Attachment A		
6	Cost/price - Section H - Pricing		
7	VPAT – Refer to Section B.20 - Information Technology Access Clause		

No.	Description	Yes	No
8	Contractor to provide a demo if responding to equivalency to course editor		

G. Other:
N/A

H. Pricing:
Pricing included in this response is preferred to be formatted in the following manner:

H.01. Initial Contract Pricing:

Product Description	Qty License Key (s)	Term	Rate Per learner:	Amount
Professional Development & Soft Skills	2501	One (1) Year	\$	\$
DominKnow Flow Course Editor or Equivalent	1	One (1) Year	\$	\$
Total \$				

H.01.2. Renewal Year One (1) Pricing:

Product Description	Qty License Key (s)	Term	Rate Per learner:	Amount
Professional Development & Soft Skills	2501	One (1) Year	\$	\$
DominKnow Flow Course Editor or Equivalent	1	One (1) Year	\$	\$
Total \$				

H.01.3.

Does contractor agrees to provide a prompt pay discount of _____% for any invoices paid within thirty (30) days of receipt of a proper invoice. Provide detailed prompt payment discounts offered or respond with N/A. Prompt payment discounts will be taken into consideration in determining the lowest and best price.

Attachment A:

Building Trust & Respect

- » Supporting Company Values*
- » Fairness with Others*
- » Building Trust with Employees*
- » Trusting Others to Innovate*
- » Respect through Resources*

Coaching Career Development

- » Employee Career Aspirations*
- » The Company Career System*
- » Career Plans for Your Employees*
- » Finding Employee Development Opportunities*
- » Building an Employee's Professional Network*
- » Career Plans and Employee Expectations*

Communication Skills for Managers

- » Team Communication Expectations*
- » Managerial Listening Skills*
- » Communicate Clear and Concise Messages*
- » Team Listening*
- » Right Information at the Right Time*
- » Communicating with Different Audiences*
- » Team Communication Feedback*
- » Communicating Key Messages*

Conflict Management Skills[^]

- » Helping Employees Manage Conflict*
- » Help Groups Resolve Conflict*
- » Conflict Management Expectations*
- » Create a Conflict Management Culture*
- » Coaching Employees to Manage Conflict*

Creating Great Teamwork

- » Team Norms and Expectations*
- » Creating a Strong Team Culture*
- » Working with Others Within the Company*
- » Project Teams Rely on Each Other*
- » Involving Others for Great Decisions*

Customer Service Management

- » Shaping the Direction of Customer Service*
- » Inspiring and Motivating Customer Service Agents*
- » Giving Feedback to Your Customer Service Agents*

- » Customer Service Coaching*
- » Customer Service Quality*
- » Customer Feedback and Insight*
- » Onboarding New Customer Service Agents*
- » Managing Remote Customer Service Teams*

Delegating Work

- » Delegating to Others*
- » Delegating with Clear Expectations*
- » Getting Buy-In When Delegating*
- » When Agreements are Broken*
- » Leadership through Delegation*

Developing and Coaching Employees[^]

- » Support Your Team for Performance*
- » Giving Employee Feedback*
- » Building Employee Skills*
- » Skill Development Plan*
- » Coaching After Mistakes*
- » Energizing Work*
- » Support Employee Development*
- » Improve the Feedback You Give Others*

Discussing Total Compensation

- » Market Range Compensation
- » Performance and Rewards
- » Linking Performance and Rewards
- » Going Above and Beyond
- » Benefits Discussion

Giving Great Feedback

- » Improve the Quality of Feedback You Give*
- » Employees Monitor Personal Performance*
- » Acting with Appropriate Speed to Problems*
- » Employee Reactions to Performance Evaluations*
- » Teams Monitor Performance*

Increasing Employee Engagement[^]

- » Supporting Employees*
- » Connecting Work to the Organization*
- » Requirements for Success*
- » Using an Employee's Best Skills and Abilities*
- » Team Satisfaction*
- » Inform and Inspire Your Team*

- » Work-Life Balance for Each Person*
- » Appreciating Contribution and Results*

Leadership Essentials[^]

- » Become a Reliable Leader with Integrity*
- » Balance Your Leadership and Employee Roles*
- » Connecting Goals to Vision*
- » Connecting Team Work to the Strategy*
- » Align Resources to Strategic Priorities*
- » Speaking Your Mind*
- » Innovation Norms and Expectations*
- » Are Your Actions Consistent with Your Values?*
- » Keep Your Top Talent*
- » Increase Employee Innovation*
- » Responding to Issues and Concerns*
- » Analyze the Pros and Cons of Key Decisions*

Leading the Organization Strategy[^]

- » Integrity Expectations*
- » How Employees Support Organization Goals*
- » A Leader's Thoughts on Strategy*
- » Connecting Work to Company Objectives*
- » Meeting Goals and Achieving the Strategy*
- » Connecting Work Projects to the Vision*
- » Capture and Share Best Practices*
- » Trust Others to Drive the Strategy*

Management Essentials

- » Giving Clear Work Priorities*
- » What Employees Need*
- » Reinforce Great Teamwork*
- » Valuing Employees*
- » Listening to Others' Ideas and Opinions*
- » Problem Solving Expectations*
- » The Right Workload for Employees*
- » The Great Things Employees Do*
- » An Ethics and Integrity Discussion*
- » Perform a Performance Review*
- » Creating Challenging Work*
- » Receive Feedback from Your Employees*
- » Creating a Great Work Situation*
- » Evaluating Performance in the Right Way*
- » Perform a Departure Review*

Managing for Success

- » What the Team Loves About the Company*
- » Building Relationships with Colleagues*
- » Team Work-Life Balance*
- » More Than One Solution*
- » Solving Problems in the Right Way*
- » Team Integrity*
- » Speaking Freely with Others*
- » Soliciting Ideas and Opinions*
- » Differences Make a Stronger Team*
- » Understand Customer Needs*
- » The Importance of Safety*
- » Create a Safety Culture*

Meeting Management

- » Prepare for Any Meeting*
- » Conduct Effective Meetings*
- » Be a Significant Meeting Member*
- » Stay Focused in Meetings*
- » Meeting Behavior Expectations*

Onboarding New Employees^{***}

- » New Hire Expectations of a Manager*
- » First Weeks' Deliverables*
- » Team Members Introduce Themselves*
- » Great Work Situations for New Hires*
- » Learning a New Role*
- » We Wish We Had Known*
- » Learning from Co-Workers*
- » Teams Share with New Hires*
- » New Hires Build New Skills*
- » Coaching New Hires*

Basic Business Skills

- » Strengthen Job Required Skills*
- » Know and Meet Customer Needs*
- » Identify All Outcomes of a Potential Decision*
- » Ensure Strategy Alignment*
- » Seeking Out Cutting Edge Ideas*
- » Organizing Your Workspace*
- » Resources for Success*
- » Learn Workplace Technology*
- » Work Place Rules and Policies*
- » Understanding Financial Management*

Become a Contributing Project Team Member

- » Performance Measures for Performance
- » Effective Decision Making
- » Understand Past Project Issues*
- » Meeting Customer Needs
- » Share What You Think is Best
- » Potential Project Risks*
- » Navigate within the Organization Structure
- » Know the Competition
- » Clear and Concise Emails

- » New Hires Get Coaching From Others*
- » Reconnect Employees to Individual Work*
- » Feedback for New Hires*
- » Exploring Professional Development*
- » New Hires Build a Professional Network*
- » Feedback from New Hires*
- » New Hire Performance Review*
- » Work and Challenges in the Future*

Project Management for Managers

- » Team Involvement in Planning
- » Brand and Promote Your Project
- » Project Plan Updates
- » Planning Tools and Resources
- » Articulate the Attributes of Your Ideas
- » Essential Project Plan Components
- » Status Reporting Expectations
- » Sharing Essential Project Information
- » Sharing Problems Right Away
- » Monitor Project Status
- » Objectively Evaluate Proposals
- » Advocate for Interests
- » Be Open to Different Solutions
- » Focus on the Issues vs. Individuals
- » Negotiating with Difficult People
- » The Likelihood of Project Risk*
- » Responding to Project Risk*
- » Minimize the Consequences*

Providing Resources for Success

- » Managing Team Resources*
- » Required Employee Resources*

Building Your Career^(S)

- » Potential Career Opportunities*
- » Company Jobs and Opportunities*
- » Identify Your Skill Gaps*
- » Create a Career Plan*
- » Building Skills for Your Career*
- » Building a Personal Network*
- » Branding Yourself*
- » Reconcile Insufficient Career Opportunities*

Building Your Leadership Skills

- » Keeping Customers Informed*
- » Seek Out the Ideas and Opinions of Others*
- » Show Good Judgment Regarding Creative Ideas*
- » Integrity Review*
- » Contributing to the Organization Strategy*
- » Support the Organization's Vision and Strategy*
- » Manage Conflict with Others*
- » Learn from a Conflict Management Expert*
- » How Inspiring Are You?*
- » Be a Powerful and Inspirational Role Model*

- » One Resource for Success*
- » Use a Resource Management Agenda Item*
- » Resources and Customer Needs*
- » Providing the Right Resources*
- » Team Resource Needs*
- » Teams Improve Efficiency of Resources*

Recognizing Employees

- » Recognize Employees Each and Every Day*
- » Recognize Accomplishments and Contribution*
- » Improving How Things Get Done*
- » Balance Public and Private Recognition*
- » Find Others to Provide Team Recognition*

Retaining Your Employees

- » Overall Satisfaction at Work*
- » Keeping Your Employees*
- » Decreasing Employee Turnover*
- » Who Needs Better Work-Life Balance?*
- » Maximizing Employee Talents*
- » Creating Work Autonomy*
- » Compensation Rule of Thumb*
- » Your Own Requirements to Stay*

Supervision Basics

- » Three Month Work Objectives*
- » Assist Employees Facing Challenges*
- » Team and Company Policies*
- » Know Your Employees*
- » Know Who's Really Contributing*
- » Involving Others in Problem Solving*
- » Know Your Team's Experience and Background*
- » Work-Life Balance for the Team*

Communicating Technical Information

- » Know Your Audience
- » Simplification Through Visualization
- » Making It Real
- » Impactful Presentations

Communicating with Others

- » Nonverbal Communication*
- » Understanding Body Language*
- » Talk About and Promote the Company Vision*
- » Create a Vision Branding Statement*
- » Handling Customer Complaints*

Creating Great Work

- » What Excites You at Work?*
- » Increase the Level of Challenge at Work*
- » Analyze Key Experiences for Lessons Learned*
- » Work-Life Balance for You*
- » The Right Level of Challenge*

Customer Service Basics

- » Building Customer Rapport*
- » Listening to Your Customers*
- » Developing Your Customer Focus*
- » Customer Service Over the Phone*
- » Internal Customer Service*
- » Serving Customers in the Field*
- » Customer Service Confrontation and Conflict*

Design Thinking

- » Why Design Thinking?
- » What Is Design Thinking?
- » The Design Thinking Process: Empathize
- » The Design Thinking Process: Define
- » The Design Thinking Process: Ideate
- » The Design Thinking Process: Prototype
- » The Design Thinking Process: Test
- » Applications of Design Thinking

Developing for Success

- » Exploring Company Job Opportunities*
- » Brand and Promote What You Do*
- » Identify Potential Career Opportunities*
- » Know Your Skills and Gaps*
- » Building Skills and Capabilities*
- » Skill Development Opportunities*
- » Personal Skill Development Plan*
- » Increase Your Personal Performance*
- » Best Professional Organizations for You*
- » Personal Expectations and Your Workload*

Developing Work Relationships

- » Working with a Diverse Team*
- » Build your Network*
- » Empathy for Others*
- » Share Your Knowledge and Expertise*
- » Recognize Your Peers*
- » Building Trust with Others*
- » Balance Conflicting Customer Priorities*

Email & Text Etiquette

- » Email Etiquette
- » Text Messaging Etiquette
- » When Emails and Text Messages are NOT Appropriate

Increasing Your Contribution at Work

- » Increase Your Personal Success*
- » Struggling to Meet Commitments*
- » Increase Your Personal Engagement*
- » Increase the Quantity of Work*
- » Stay Productive While Waiting for Answers*
- » When Are You Most Creative?*
- » Organizing Information for Productivity*
- » Creating Accountability for Business Results*

Personal Behaviors and Conduct

- » Manners and Courtesy at Work*
- » Developing an Attitude to Learn*
- » Increase Your Objectivity*
- » Do You Overreact?*
- » Persevere During Setbacks*
- » Being Consistent with Company Values*
- » Don't Jump to Solutions*

Starting a New Job

- » Clear Work Expectations*
- » Learn about the Company and Customers*
- » Information for Success*
- » Making an Impact*
- » Getting to Know Your Peers*
- » Six Month Work Priorities*
- » Current Performance Review*

You and Your Boss

- » Feedback for Great Results*
- » Ask Your Boss for Feedback*
- » Support the Company Mission and Vision*
- » Discuss Your Work-Life Balance Needs*
- » Recognizing Your Boss for Personal Achievements*