



Solicitation #:

Solicitation Issue Date:

Brief Description of Requirement:

Response Due Date¹:

Time:

CST/CDT

Issued By and **RETURN SEALED BID TO**²:

Agency Name:

- U.S. Postal Delivery:
- Carrier Delivery:

Solicitation Type (type "X" at one below):

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

1. Shipping Location:

2. Contracting Officer:

Name:

Phone:

Email:

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" (see page 3) **MUST** be submitted along with the response to the Solicitation.

1. RE: Solicitation # _____

2. Bidder General Information:

FEI / SSN : _____ VEN ID: _____

Company Name: _____

3. Bidder Contact Information:

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____

Contact Title: _____

Phone #: _____ FAX#: _____

Email: _____ Website: _____

4. Oklahoma Sales Tax Permit¹ (type "X" at one below):

YES – Permit #: _____

NO – Exempt pursuant to Oklahoma Laws or Rules

5. Registration with the Oklahoma Secretary of State (type "X" at one below):

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 (type "X" at one below):

YES – include a certificate of insurance with the bid

NO - attach a signed statement that provides specific details supporting the exemption you are claiming from the Workers' Compensation Act (Note: Pursuant to Attorney General Opinion #07-8, the exemption from 85 O.S. 2011, § 311 applies only to employers who are natural persons, such as sole proprietors, and does not apply to employers who are entities created by law, including but not limited to corporations, partnerships and limited liability companies.)²

Authorized Signature

Date

Printed Name

Title

¹ For frequently asked questions concerning Oklahoma Sales Tax Permit, see <http://www.tax.ok.gov/faq/fagbussales.html>

² For frequently asked questions concerning workers' compensation insurance, see <http://www.ok.gov/oid/fags.html#221>



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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. "Bid" means an offer in the form of a bid, proposal, or quote a bidder submits in response to a solicitation;
- A.1.3. "Bidder" means an individual or business entity that submits a bid in response to a solicitation;
- A.1.4. "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.1.5. "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 _____ located at _____
_____ 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 order of preference:
 - A.9.2.1. Purchase order, as amended by Change Order (if applicable);
 - A.9.2.2. Solicitation, as amended (if applicable); and
 - A.9.2.3. 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 Equivalent

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.

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 State prior to the closing date.

A.13. 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 580:16-7-32.

A.14. Award of Contract

A.14.1. 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.14.2. Contract awards will be made to the lowest and best bidder(s) unless the solicitation specifies that best value criteria is being used.

A.14.3. 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.15. Contract Modification

A.15.1. 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 Contract Modification, signed by the State Purchasing Director.

A.15.2. 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 Contract Modifications, shall be void and without effect, and the supplier shall not be entitled to any claim under this Contract based on those changes. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the resultant Contract.

A.16. Delivery, Inspection and Acceptance

- A.16.1. Unless otherwise specified in the solicitation or awarding documents, all deliveries shall be F.O.B. Destination. The bidder(s) awarded the Contract shall prepay all packaging, handling, shipping and delivery charges and firm prices quoted in the bid shall include all such charges. All products and/or services to be delivered pursuant to the Contract shall be subject to final inspection and acceptance by the State at destination. "Destination" shall mean delivered to the receiving 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.16.2. 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.17. Invoicing and Payment

- A.17.1. Pursuant to 74 O.S. §85.44(B), invoices will be paid in arrears after products have been delivered or services provided.
- A.17.2. Interest on late payments made by the State of Oklahoma is governed by 62 O.S. §34.71 and 62 O.S. §34.72.

A.18. Tax Exemption

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

A.19. Audit and Records Clause

- A.19.1. 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.19.2. The successful bidder(s) awarded the Contract(s) is required to retain records relative to the Contract for the duration of the Contract and for a period of seven (7) years following completion and/or termination of the Contract. If an audit, litigation, or other action involving such records is started before the end of the seven (7) year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved, or until the end of the seven (7) year retention period, whichever is later.

A.20. 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.21. 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.22. 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.23. Termination for Cause

- A.23.1. 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.23.2. 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.23.3. If the Contract is terminated, the State shall be liable only for payment for products and/or services delivered and accepted.

A.24. Termination for Convenience

A.24.1. 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.24.2. 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.25. Insurance

The successful bidder(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.26. 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.27. 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.28. 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.29. 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.



SOLICITATION REQUEST

Request for Quote

Request for Proposal

Request for Bid

Dispatch via Print

Department of Health
OKLAHOMA STATE DEPT OF HEALTH
SHIPPING & RECEIVING
1000 NE 10TH ST
OKLAHOMA CITY OK 731171299

| Request Quote ID. | Date | Buyer | Page |
|-------------------|---------------------|---------------------|------|
| 3400001250 | 01/13/2014 | Patricia Bagwell | 1 |
| Payment Terms | DateTime Quote Open | Closing | |
| 0 Days | 01/14/2014 12:30 PM | 01/29/2014 03:00 PM | |

Requisition Number Reference: From Req ID - 3400016458

Ship To: OKLAHOMA STATE DEPT OF HEALTH
SHIPPING & RECEIVING
1000 NE 10TH ST
OKLAHOMA CITY OK 731171299

Bill To: OKLAHOMA STATE DEPT OF HEALTH
ACCOUNTS PAYABLE
1000 NE 10TH ST
OKLAHOMA CITY OK 731171299

Vendor: NAME _____
Address: _____
Address: _____
City: _____ ST: _____ ZIP: _____

Supplier Responses

| Line | Cat CD / Item # - Descr | Qty. | UOM | Unit Cost | Ext. Cost |
|------|--|------|-----|-----------|-----------|
| 1 | 82131603 / 1000011047 SERVICE: Video Production Services | 1 | EA | | |

LINE #1

DESC: Winter Storm Preparedness - English and English with American Sign Language (ASL).

QTY: (2) - Audio English, Captioned, Highlighted Text

Unit Price \$ _____

Total \$ _____ *

QTY: (2) - Audio-English, Captioned, Highlighted Text, American Sign Language (ASL)

Unit Price \$ _____

Total \$ _____

*

QTY: (2) - Audio-Spanish, Captioned, Highlighted Text, American Sign Language (ASL)

Unit Price \$ _____

Total \$ _____

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

Lead Time: _____

Supplier Remarks:

| | | | | | |
|---|--|---|----|--|--|
| 2 | 82131603 / 1000011047 SERVICE: Video Production Services | 1 | EA | | |
|---|--|---|----|--|--|

This is NOT AN ORDER

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

Authorized Signature



SOLICITATION REQUEST

Request for Quote

Request for Proposal

Request for Bid

Dispatch via Print

Department of Health
OKLAHOMA STATE DEPT OF HEALTH
SHIPPING & RECEIVING
1000 NE 10TH ST
OKLAHOMA CITY OK 731171299

| | | | |
|--------------------------|----------------------------|---------------------|-------------|
| Request Quote ID. | Date | Buyer | Page |
| 3400001250 | 01/13/2014 | Patricia Baqwell | 2 |
| Payment Terms | DateTime Quote Open | Closing | |
| 0 Days | 01/14/2014 12:30 PM | 01/29/2014 03:00 PM | |

Requisition Number Reference: From Req ID - 3400016458

Ship To: OKLAHOMA STATE DEPT OF HEALTH
SHIPPING & RECEIVING
1000 NE 10TH ST
OKLAHOMA CITY OK 731171299

Bill To: OKLAHOMA STATE DEPT OF HEALTH
ACCOUNTS PAYABLE
1000 NE 10TH ST
OKLAHOMA CITY OK 731171299

Vendor: NAME
Address: _____
Address: _____
City: _____ ST: _____ ZIP: _____

Supplier Responses

| Line | Cat CD / Item # - Descr | Qty. | UOM | Unit Cost | Ext. Cost |
|------|-------------------------|------|-----|-----------|-----------|
|------|-------------------------|------|-----|-----------|-----------|

LINE #2

DESC: Emergency Preparedness- English and English with American Sign Language (ASL).

QTY: (2) - Audio English, Captioned, Highlighted Text

Unit Price \$ _____

Total (Including Shipping) \$ _____

*

QTY: (2) - Audio-English, Captioned, Highlighted Text, American Sign Language (ASL)

Unit Price \$ _____

Total (Including Shipping) \$ _____

*

QTY: (2) - Audio-Spanish, Captioned, Highlighted Text, American Sign Language (ASL)

Unit Price \$ _____

Total (Including Shipping) \$ _____

Freight Terms: FOB DEST

Ship Via: COMMON

Lead Time: _____

Supplier Remarks:

3 82131603 / 1000011047 SERVICE: Video
Production Services 1 EA

LINE # 3

Description: Go Bag List-

QTY: (2) Audio-Spanish, Captioned, Highlighted Text Spanish, American Sign Language (ASL)

Unit Price \$ _____

Total (Including Shipping) \$ _____

Freight Terms: FOB DEST

Ship Via: COMMON

Lead Time: _____

Supplier Remarks:

This is NOT AN ORDER

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

Authorized Signature



SOLICITATION REQUEST

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

| | | | |
|-------------------------------|----------------------------|--------------------------|-------------|
| Request Quote ID. | Date | Buyer | Page |
| 3400001250 | 01/13/2014 | Patricia Bagwell | 3 |
| Payment Terms | DateTime Quote Open | Closing | |
| 0 Days | 01/14/2014 12:30 PM | 01/29/2014 03:00 PM | |
| Requisition Number Reference: | | From Req ID - 3400016458 | |

Department of Health
 OKLAHOMA STATE DEPT OF HEALTH
 SHIPPING & RECEIVING
 1000 NE 10TH ST
 OKLAHOMA CITY OK 731171299

Ship To: OKLAHOMA STATE DEPT OF HEALTH
 SHIPPING & RECEIVING
 1000 NE 10TH ST
 OKLAHOMA CITY OK 731171299

Bill To: OKLAHOMA STATE DEPT OF HEALTH
 ACCOUNTS PAYABLE
 1000 NE 10TH ST
 OKLAHOMA CITY OK 731171299

Vendor: NAME
 Address: _____
 Address: _____
 City: _____ ST: _____ ZIP: _____

Supplier Responses

| Line | Cat CD / Item # - Descr | Qty. | UOM | Unit Cost | Ext. Cost |
|------|--|------|-----|-----------|-----------|
| 4 | 82131603 / 1000011047 SERVICE: Video Production Services | 1 | EA | | |

LINE #4

DESC: Your Civil Rights and Disaster Assistance - English and English with American Sign Language (ASL).

QTY: (2) - Audio English, Captioned, Highlighted Text, American Sign Language (ASL)

Unit Price \$ _____

Total (Including Shipping) \$ _____

QTY: (2) - Audio-Spanish, Captioned, Highlighted Test, American Sign Language (ASL)

Unit Price \$ _____

Total (Including Shipping) \$ _____

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

Lead Time: _____

Supplier Remarks:**COMMENTS:**

CONTRACT PERIOD: DATE OF WARD thru 06/30/2014.

CONTRACT ADMINISTRATOR: PATRICIA BAGWELL (405) 271-4043.

BID IS ALL OR NONE. THIS BID WILL BE AWARDED LOWEST AND BEST.

ONLY COMPANIES THAT HAVE CURRENT (ASL) CERTIFIED INTERPRETERS WILL BE CONSIDERED. PROOF OF ASL CERTIFICATION MUST BE PROVIDED TO PROGRAM AREA WITH BID RESPONSE.

Variations from specifications will be evaluated for the ability of the quoted product or service to meet the needs of the requesting agency. The submission of each vendor's bid will become evidence that the product or service described will satisfactorily perform the requesting agency's needs. Brand names, trademarks and part numbers and the included descriptions of these items are provided for reference only and are not to be considered minimum requirements.

Video production must use Highlighted text, Captioning, Approved Font, Color, size to comply with ADA Accessibility Standards.

See attached specifications.

*****DO NOT SHIP*****

This is NOT AN ORDER

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

Authorized Signature



SOLICITATION REQUEST

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

Department of Health
 OKLAHOMA STATE DEPT OF HEALTH
 SHIPPING & RECEIVING
 1000 NE 10TH ST
 OKLAHOMA CITY OK 731171299

| | | | |
|--------------------------|---------------------|---------------------|----------------|
| Request Quote ID. | Date | Buyer | Page |
| 3400001250 | 01/13/2014 | Patricia Baqwell | 4 |
| Payment Terms | DateTime | Quote Open | Closing |
| 0 Days | 01/14/2014 12:30 PM | 01/29/2014 03:00 PM | |

Requisition Number Reference: From Req ID - 3400016458

Ship To: OKLAHOMA STATE DEPT OF HEALTH
 SHIPPING & RECEIVING
 1000 NE 10TH ST
 OKLAHOMA CITY OK 731171299

Bill To: OKLAHOMA STATE DEPT OF HEALTH
 ACCOUNTS PAYABLE
 1000 NE 10TH ST
 OKLAHOMA CITY OK 731171299

Vendor: NAME
 Address: _____
 Address: _____
 City: _____ ST: _____ ZIP: _____

Supplier Responses

| Line | Cat CD / Item # - Descr | Qty. | UOM | Unit Cost | Ext. Cost |
|------|---|------|-----|-----------|-----------|
| | Vendor to contact OSDH Program Contact for delivery instructions. WRITTEN AUTHORIZATION TO PROCEED IS REQUIRED. | | | | |

THIS CONTRACT IS FOR AN INDEFINITE QUANTITY AND THE STATE MAY, OR MAY NOT, BUY THE QUANTITY MENTIONED IN THIS CONTRACT. VENDOR MUST CLEAR ALL SHIPMENTS WITH THE OKLAHOMA STATE DEPARTMENT OF HEALTH, EPRS AGENCY, PRIOR TO SHIPPING ANY PORTION OF THIS CONTRACT.

FUNDING: Due to possible future reductions in State and/or Federal appropriations, the Department cannot guarantee the continued availability of funding for this contract, not withstanding the consideration stated above. 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 the contract or reduce the considerations upon notice in writing to 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.

Notice to vendor: By acceptance of this purchase order, vendor agrees to ship the quantities/items listed and invoice at the stated prices.

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.

To be billed in arrears.

Purchase order number should appear on all documentation, including but not limited to: packing slips, invoices, bills of lading, correspondence, subject line of emails, envelope addresses, and packages. The purchase order number should be visible without the need to open the package. Shipments, invoices, and other documentation not properly identified by purchase order number may result in refusal of delivery, delayed payment, or other delays in response.

Vendor acknowledges, by receipt of this instrument, document or communication, that any agreement Entered into or executed by the parties is subject to the provisions of the Oklahoma Central Purchasing Act, 74 O.S. §§ 85.1, ET SEQ.

This is NOT AN ORDER

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

Authorized Signature

**Oklahoma State Department of Health
Emergency Preparedness and Response Services**

Before Winter Storms and Extreme Cold

To prepare for a winter storm approaches, you should add the following supplies to your go- bag:

- **Rock salt** or more environmentally safe products to melt ice in walkways.
- **Sand** to improve traction
- **Snow shovels** and other snow removal equipment
- **Sufficient heating fuel.** You may become isolated in your home and regular fuel sources may be cut off. Store a good supply of dry, seasoned wood for your fireplace or wood-burning stove.
- **Adequate clothing** and **blankets** to keep you warm.
- **Make a family emergency plan.** Your family may not be together when disaster strikes, so it is important to know how you will contact one another, how you will get back together and what you will do in case of an emergency.
- **Look at your local news channels** for critical information from the National Weather Service. Be alert to changing weather conditions.
- **Minimize travel.** If travel is necessary, keep a go bag in your vehicle.
- **Bring pets/companion animals inside during weather.** Move other animals or livestock to sheltered areas with non-frozen drinking water.

Before Winter Storms and Extreme Cold

To prepare for a winter storm you should do the following:

Before winter approaches, add the following supplies to your emergency kit:

- o Rock salt or more environmentally safe products to melt ice on walkways. Visit the Environmental Protection Agency for a complete list of recommended products.
- o Sand to improve traction.
- o Snow shovels and other snow removal equipment.
- o Sufficient heating fuel. You may become isolated in your home and regular fuel sources may be cut off. Store a good supply of dry, seasoned wood for your fireplace or wood-burning stove.
- o Adequate clothing and blankets to keep you warm.

Make a Family Communications Plan. Your family may not be together when disaster strikes, so it is important to know how you will contact one another, how you will get back together and what you will do in case of an emergency.

Listen to a NOAA Weather Radio or other local news channels for critical information from the National Weather Service (NWS). Be alert to changing weather conditions.

During Winter Storms and Extreme Cold

- Stay indoors during the storm.
- Walk carefully on snowy, icy, walkways.
- Avoid overexertion when shoveling snow. Over exertion can bring a heart attack- a major cause of death in the winter. If you must shovel snow, stretch before going outside.
- Keep dry. Change wet clothing frequently to prevent a loss of body heat. Wet clothing loses all of its insulating value and transmits heat rapidly.
- Watch for signs of frostbite. These include loss of feeling and white or pale appearance in extremities such as fingers, toes, ear lobes, and the tip of the nose. If symptoms are detected, get medical help immediately.
- Watch for signs of hypothermia. These include uncontrollable shivering; memory loss, disorientation, incoherence, slurred speech, drowsiness, and apparent exhaustion. If symptoms of hypothermia are detected, get the victim to a warm location, remove wet clothing, warm the center of the body first and give warm, non-alcoholic beverages if the victim is conscious. Get medical help as soon as possible.
- Drive only if it is absolutely necessary. If you must drive: travel in the day; don't travel alone; keep others informed of your schedule; stay on main roads and avoid back road shortcuts.
- Let someone know your destination, your route, and when you expect to arrive. If your car gets stuck along the way, help can be sent along your predetermined route.



Oklahoma State Department of Health

Family Emergency Plan

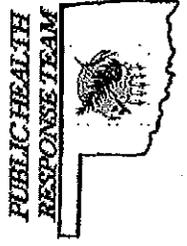
I communicate or someone in my family communicates using American Sign Language (ASL)

Name of family members/ parents/children/guardian(s):

| | |
|--|--|
| | |
| | |
| | |

Make sure your family has a plan in case of an emergency. Before an emergency happens, sit down together and decide how you will get in contact with each other, where you will go, and what you will do in an emergency. Keep a copy of this plan in your emergency supply kit or another safe place where you can access it in the event of a disaster.

| | |
|------------------------------------|----------|
| Out-of-Town Contact Name: | Phone: |
| Email: | |
| Neighborhood Meeting Place: | Address: |
| Out-of-Neighborhood Meeting Place: | Address: |
| Out-of-town Meeting Place: | Address: |



Emergency Preparedness and Response Services



Oklahoma State Department of Health

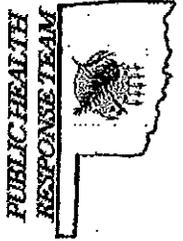
Write down where your family spends the most time: work, school, and other places you frequent. All schools, daycare providers, workplaces, and apartment buildings should all have site-specific emergency plans that you and your family need to know about.

| | |
|-----------------------------|-----------------------------|
| Evacuation Location: | Evacuation Location: |
| Address: | Address: |

| | | | |
|--------------------------|----------------------|--------------------------|----------------------|
| Medical Equipment | Serial Number | Medical Equipment | Serial Number |
|--------------------------|----------------------|--------------------------|----------------------|

Other Important Information:

| | Name | Telephone Number | Policy Number |
|-------------------------------------|------|------------------|---------------|
| Occupation | | | |
| Doctor: | | | |
| Pharmacist: | | | |
| Medical Insurance | | | |
| Homeowners/Rental Insurance: | | | |



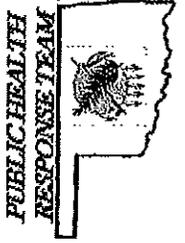
Emergency Preparedness and Response Services



Oklahoma State Department of Health

Go Bag List:

- Water (one gallon of water per person/per day)
- Food (3-5 day supply on non-perishable food)
- Flashlight (for signaling for help)
- Whistle, bells, anything that makes noise (for signaling for help)
- Blanket
- Extra Clothing, Socks, Hat, Gloves (seasonal items)
- Tooth brush and tooth paste
- Medication
- Can opener for food (Manual if needed)
- Trash bags and ties
- Moist towelettes, Dust mask
- Pet or Service Animal supplies (food, water, toy, blanket, medication) their own go-bag



Emergency Preparedness and Response Services

Oklahoma State Department of Health

The go- bag could include the following recommended items:

- Water (one gallon of water per person/per day for at least 3-5 days)**
- Food (3-5 day supply on non-perishable food)**
- Flashlight (for signaling for help)**
- Whistle or items to make noise (pots and spoons) to signal for help**
- Blanket**
- Extra Clothing, Socks, Hat, Gloves (seasonal items)**
- Medication**
- Can opener for food (Manual)**
- Trash bags and ties**
- Moist towelettes**
- Dust mask**
- Local maps**
- Cell phone with charger, inverter or solar charger**
- NOAA Weather Radio with tone alert/vibrate alert and extra batteries**

Oklahoma Emergency Preparedness and Response Services

Oklahoma State Department of Health Emergency Preparedness and Response Services

Suministros recomendados para incluir en un equipo portátil básico:

- Agua, un galón de agua por persona al día, por lo menos para tres días, para tomar y para la higiene.**
- Comida, provisiones por lo menos para tres días de alimentos no perecederos.**
- Radio portátil de pilas o de manivela y un Radio Meteorológico NOAA con alerta de tonos y pilas extras para ambos.**
- Linterna y pilas extras.**
- Botiquín de primeros auxilios**
- Silbato para alertar y pedir ayuda.**
- Máscara contra polvo, para ayudar a filtrar el aire contaminado y láminas de plástico y cinta adhesiva para crear el "refugio en el lugar".**
- Toallitas húmedas, bolsas de basura y tiritas plásticas de amarre para utilizar con fines de higiene personal.**
- Llave inglesa o alicates para cerrar los servicios públicos.**
- Abrelatas para la comida (si el equipo contiene alimentos enlatados)**
- Mapas locales**
- Teléfono celular con cargadores, inversor o cargador solar**

172 words

Your Civil Rights and Disaster Assistance

The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) is the law that authorizes Federal assistance when the President declares a State to be a disaster area. Section 308 of the Stafford Act protects individuals from discrimination on the basis of their race, color, religion, nationality, sex, age, or economic status in all disaster assistance programs. Section 309 of the Stafford Act applies these nondiscrimination provisions to all private relief organizations participating in the response and recovery effort.

In addition, Title VI of the Civil Rights Act of 1964 also protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive Federal financial assistance. Section 504 of the Rehabilitation Act of 1973 is a Federal law that protects individuals with disabilities from discrimination in all programs receiving funds from the Federal government or operated by the Federal government. Section 508 of that law prohibits discrimination against persons with disabilities in regard to Federally operated technology systems.

212 words

Sus derechos civiles y la asistencia por desastre

La Ley de Asistencia en Caso de Desastre y Emergencia de Robert T. Stafford (Ley de Stafford) es la ley que autoriza la asistencia federal cuando el Presidente declara un Estado como área de desastre. La sección 308 de la Ley Stafford protege a las personas de la discriminación a causa de su raza, color, religión, nacionalidad, sexo, edad o estatus económico en todos los programas de asistencia por desastre. La sección 309 de la Ley de Stafford aplica estas disposiciones antidiscriminatorias a todas las organizaciones de ayuda privadas que participen en los esfuerzos de respuesta y recuperación.

Además de esto, el título VI de la Ley de Derechos Civiles de 1964 también protege a las personas contra la discriminación a causa de su raza, color o nacionalidad en los programas que reciben asistencia económica federal. La sección 504 de la Ley de Rehabilitación de 1973 es una ley federal que protege a las personas que tengan discapacidades de la discriminación en todos los programas que reciben fondos del gobierno federal o sean operados por el gobierno federal. La sección 508 de esa ley prohíbe la discriminación de las personas que tengan discapacidades en relación con los sistemas tecnológicos operados por el gobierno federal.