



**State of Oklahoma
Department of Central Services
Central Purchasing**

Solicitation

1. **Solicitation #:** 8300000885

2. **Solicitation Issue Date:** 7/22/2008

3. **Brief Description of Requirement:**

Contract to maintain the current Oklahoma Marriage Initiative.

4. **Response Due Date¹:** 8/21/2008

Time: 3:00 PM CST/CDT

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

Personal or Common Carrier Delivery:

Department of Central Services, Central Purchasing
Will Rogers Building
2401 N. Lincoln Blvd, Suite 116,
Oklahoma City, OK 73105

U.S. Postal Delivery:

Department of Central Services, Central Purchasing
P.O. Box 528803,
Oklahoma City, Oklahoma 73152-8803

6. **Solicitation Type** (check one below):

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

7. **Requesting Agency:** Department of Human Services

8. **Contracting Officer:**

Name: Irene Bowman

Phone: (405) 521-4058

Email: Irene_Bowman@dcs.state.ok.us

¹ Amendments to solicitation may change the Response Due Date (read GENERAL PROVISIONS, section 3, "Solicitation Amendments")



**State of Oklahoma
Department of Central Services
Central Purchasing**

Responding Bidder Information

*"Notarized Sworn Statement to Competitive Bid" (see page 3) **MUST** be submitted along with the response to the Solicitation.*

1. **RE: Solicitation #** 8300000885 _____

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:

☐ YES – Permit #: _____

☐ NO – Provide statutory 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.state.ok.us 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 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. 2001, § 2.6 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/faqbussales.html>

² For frequently asked questions concerning workers' compensation insurance, see <http://www.oid.state.ok.us/FAQ/WorkersComp.pdf>



**State of Oklahoma
Department of Central Services
Central Purchasing Division**

**Notarized Sworn Statement
to Competitive Bid
(Bid Non-Collusion Affidavit)**

A notarized sworn statement shall be attached to any competitive bid submitted to the State for goods or services.

Solicitation #: 8300000885

_____, of lawful age, being first duly sworn, on oath says:

1. (s)he is the duly authorized agent of _____, the bidder submitting the competitive bid which is attached to this statement, 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 the bid to which this statement is attached;
2. (s)he is fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and has 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.

_____ Authorized Signature	_____ Date
_____ Printed Name	_____ Title
_____ Phone Number	_____ Email

STATE OF _____)

COUNTY OF _____)

Subscribed and sworn to before me this ____ day of _____, 20____, by _____

Notary Public (or Clerk or Judge) Signature _____
My Commission Number _____
My Commission Expires _____

GENERAL PROVISIONS

1. DEFINITIONS

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

- 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;
- 1.2. "Bid" means an offer in the form of a bid, proposal or quote a bidder submits in response to a solicitation;
- 1.3. "Bidder" means an individual or business entity that submits a bid in response to solicitation;
- 1.4. "Solicitation" means a request or invitation by the State Purchasing Director or a state agency for a bidder to submit a priced offer to provide acquisitions to the State. A solicitation may be an invitation to bid, request for proposal, or request for quotation; and
- 1.5. "Supplier" means an individual or business entity that sells or desires to sell acquisitions to state agencies.

2. BID SUBMISSION

- 2.1. Submitted bids shall be in strict conformity with the instructions to bidders and shall be submitted with a completed "Responding Bidder Information", DCS-FORM-CP-076, and any other forms required in the solicitation.
- 2.2. Bids shall be submitted to the Central Purchasing Division in a single envelope, package, or container and shall be sealed. 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.
- 2.3. The required affidavit, "Notarized Sworn Statement Attached to Competitive Bid", DCS-FORM-CP-004, must be made out in the name of the bidder and must be properly executed by an authorized person, signed in ink, and notarized, with full knowledge and acceptance of all its provisions.
- 2.4. All bids shall be typewritten or written in ink. Any corrections to bids shall be initialed in ink. Penciled bids shall NOT be accepted and will be rejected as non-responsive. Penciled corrections shall NOT be accepted and may be grounds for rejection as non-responsive.
- 2.5. All bids submitted shall be subject to the Central Purchasing Act, Central Purchasing Rules, and other Statutory Regulations as applicable, these General Provisions, any Special Provisions, solicitation specifications, required affidavits, and all other terms and conditions listed or attached herein—all of which are made part of this solicitation.

3. SOLICITATION AMENDMENTS

- 3.1. If an "Amendment of Solicitation", DCS-FORM-CP-011, is issued, then 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. Central Purchasing 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.
- 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 Central Purchasing Division.
- 3.3. It is the Bidder's responsibility to check the DCS/Central Purchasing website frequently for any possible amendments that may be issued. Central Purchasing is not responsible for a bidder's failure to download any amendment documents required to complete a solicitation.

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 Central Purchasing Division with the following statement "This bid supersedes the bid previously submitted" in a single envelope, package, or container and shall be sealed. 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.

5. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

By submitting a response to this solicitation:

- 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:
 - 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;
 - 5.1.2. Have not within a three-year period preceding this proposal 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 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;

- 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 5.1.2. of this certification; and
- 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.

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.

6. BID OPENING

Sealed bids shall be opened by the Central Purchasing Division at the Department of Central Services, Will Rogers Building, 2401 N. Lincoln Blvd. First Floor, Suite 116, Oklahoma City, Oklahoma, 73105 at the time and date specified in the solicitation as Response Due Date and Time.

7. BIDS SUBJECT TO PUBLIC DISCLOSURE

Unless otherwise specified in the Oklahoma Open Records Act, Central Purchasing Act, or other applicable law, documents and information a bidder submits as part of or in connection with a bid are public records and subject to disclosure. 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.

8. LATE BIDS

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

9. LEGAL CONTRACT

- 9.1. Submitted bids are rendered as a legal offer and any bid, when accepted by the Central Purchasing Division, shall constitute a contract.
- 9.2. The Contract resulting from this solicitation will consist of the following documents in order of preference: Contract award documents, including but not limited to the Purchase Order, Contract Modifications, required affidavits, and change orders; the solicitation including any amendments; and the successful bid to the extent that the bid does not conflict with the requirements of the Contract award documents or solicitation or applicable law. In the event there is a conflict between any of the preceding documents, the Contract award documents prevail over the solicitation, and both the Contract award documents and the solicitation shall prevail over the successful bid.
- 9.3. Any contract(s) awarded pursuant to the solicitation shall be typewritten or written in ink.

10. PRICING

- 10.1. Bids shall remain firm for a minimum of sixty (60) days from the solicitation closing date.
- 10.2. Bidders guarantee unit prices to be correct.
- 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.

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, 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.

12. CLARIFICATION OF SOLICITATION

Clarification pertaining to the contents of this solicitation shall be directed in writing to the Central Purchasing Contracting Officer specified in the solicitation.

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 580:15-4-11.

14. AWARD OF CONTRACT

- 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.
- 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.
- 14.3. As required by State law, the successful bidder will be required to properly execute the "Notarized Sworn Statement to Contract", DCS-FORM-CP-003, which must be returned to Central Purchasing prior to the award of a contract. The "Notarized Sworn Statement to Contract" must be made out in the name of the bidder and must be properly executed by an authorized person, signed in ink, and notarized, with full knowledge and acceptance of all its provisions. Bidders who wish to review DCS-CP-FORM-003, prior to submitting the solicitation response, may visit DCS' website at www.dcs.ok.gov.
- 14.4. In order to receive payments from the State of Oklahoma, suppliers who are not registered on the State of Oklahoma Vendor Registration list must complete the "Vendor/Payee Form" (www.ok.gov/OSF/documents/osfvend.pdf). Non-U.S. suppliers who are not registered on the State of Oklahoma Vendor Registration List must complete a W-8BEN (www.irs.gov/pub/irs-pdf/fw8ben.pdf). Failure to do so may delay contract award.

15. CONTRACT MODIFICATION

- 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.
- 15.2. Any change to the Contract, including 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 Central Purchasing Division 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.

16. DELIVERY, INSPECTION AND ACCEPTANCE

- 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.
- 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 Central Purchasing Division.

17. INVOICING AND PAYMENT

- 17.1. Pursuant to 74 O.S. §85.44B, invoices will be paid in arrears after products have been delivered or services provided.
- 17.2. Interest on late payments made by the State of Oklahoma is governed by 62 O.S. §41.4a and 62 O.S. §41.4b.

18. TAX EXEMPTION

Purchases by the State of Oklahoma are exempt from Oklahoma sales or use taxes and Federal excise tax. The Central Purchasing Division shall furnish tax exemption certificates upon written request.

19. AUDIT AND RECORDS CLAUSE

- 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.
- 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 three 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 three year period, the records are required to be maintained for three years from the date that all issues arising out of the action are resolved, or until the end of the three year retention period, whichever is later.

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.

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.

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.

23. TERMINATION FOR CAUSE

- 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 Central Purchasing Division. The State may terminate the Contract for default or any other just cause upon a 30-day written notification to the supplier.
- 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.
- 23.3.** If the Contract is terminated, the State shall be liable only for payment for products and/or services delivered and accepted.

24. TERMINATION FOR CONVENIENCE

- 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.
- 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.

25. INSURANCE

The successful bidder(s) awarded the Contract shall obtain and retain insurance, including worker's 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 Central Purchasing Division and the procuring agency with evidence of such insurance and renewals.

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.

27. 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.

28. SPECIAL PROVISIONS

Special Provisions 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 Human Services
 DEPARTMENT OF HUMAN SERVICES
 SEQUOYAH MEMORIAL OFFICE BLDG
 PO BOX 25352
 OKLAHOMA CITY OK 73125-0352

Vendor: NAME

Address: _____

Address: _____

City: _____ ST: _____ ZIP: _____

Request Quote ID.	Date	Buyer	Page
8300000885	06/05/2008	Irene Bowman (580)	1
Payment Terms	DateTime Quote Open	Closing	
0 Days	07/22/2008 10:47 AM	08/21/2008 03:00 PM	
Requisition Number Reference: From Req ID - 8300014248			

Ship To: DEPARTMENT OF HUMAN SERVICES
 FAMILY SUPPORT SERVICES
 PO BOX 25352
 OKLAHOMA CITY OK 73125

Bill To: DEPARTMENT OF HUMAN SERVICES
 SEQUOYAH MEMORIAL OFFICE BLDG
 PO BOX 25352
 OKLAHOMA CITY OK 73125-0352

Supplier Responses

Line	Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
1	09612007 SEE COMMENTS	1	SUM		

CONTRACT TO MAINTAIN THE CURRENT OKLAHOMA MARRIAGE INITIATIVE
 OKLAHOMA MARRIAGE INITIATIVE.

CONTRACT PERIOD: DATE OF AWARD THRU 06/30/09 WITH OPTION TO RENEW FOR FOUR ONE YEAR PERIODS AT SAME TERMS AND CONDITIONS

CONTRACT PERIOD: DATE OF AWARD THRU 6-30-09

PRICE \$ _____

CONTRACT PERIOD: 7-1-09 THRU 6-30-10

PRICE \$ _____

CONTRACT PERIOD: 7-1-10 THRU 6-30-11

PRICE \$ _____

CONTRACT PERIOD: 7-1-11 THRU 6-30-12

PRICE \$ _____

CONTRACT PERIOD: 7-1-12 THRU 6-30-13

PRICE \$ _____

Freight Terms: FOB DEST

Ship Via: COMMON

Lead Time: _____

Supplier Remarks:

COMMENTS:

This is NOT AN ORDER

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

Authorized Signature

REQUEST FOR PROPOSAL

BY THE

DEPARTMENT OF CENTRAL SERVICES

FOR

OKLAHOMA DEPARTMENT OF HUMAN SERVICES

FOR

SUPERVISION OF THE MANAGEMENT OF
THE OKLAHOMA MARRIAGE INITIATIVE PROJECT

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1.0 PURPOSE

The Department of Central Services (DCS), on behalf of the Oklahoma Department of Human Services (OKDHS) is requesting proposals from suppliers to obtain a Project Manager to supervise the management of the Oklahoma Marriage Initiative (OMI). OKDHS will obligate up to \$7.6 million for initial contract year for services. To be obligated as follows: \$2.1 million for Section 6.0, Deliverable 1 (Service Delivery System (SDS)); \$4.5 million for Deliverable 2 (Family Expectations (FE)); and \$1 million for Deliverable 3 for expansion of the Oklahoma Marriage Initiative (OMI) services. It is the intent of OKDHS to award one contract as a result of this Request for Proposal (RFP).

2.0 CONTRACT PERIOD

The award of contract will be effective from the date of award through June 30, 2009 with the OKDHS, solely, having the option to renew the contract for four additional one-year terms. Responses must include proposed budgets and rates for providing the same level of services for years two, three, four and five, not to exceed 2% increase in each of the three Deliverables (Deliverables 1,2 and 3) of Section 6.0 per contract year.

3.0 DEFINITIONS

Service Delivery System – SDS – provides marriage and relationship education workshops to couples and individuals using social service institutions, education systems, and volunteer organizations as modes for disseminating services.

Prevention and Relationship Enhancement Program – PREP was selected by the OMI as a core curriculum for the statewide service delivery system. It is a research based, skills building curriculum designed to lower risk factors and strategies for raising protective factors to help marriages succeed. Curriculum has multiple adaptations for various ethnic, religious and socio-economic groups.

Oklahoma Marriage Initiative – OMI – a statewide public/private partnership dedicated to strengthening families and helping couples who choose marriage for themselves gain access to services and supports to help them build and sustain healthy marriages. OMI serves as a resource center to the community by providing various training opportunities to both professionals and paraprofessionals who then deliver community-based workshops. Representatives of the OMI provide training and technical assistance to groups both locally and nationally.

Research Advisory Group – RAG – leading national team of marriage experts, state government officials, and researchers serve for the purpose to provide professional expertise to guide research efforts and to apply findings to the development of future programs and services for the OMI.

Family Expectations – FE – a relationship and marriage enhancement program targeted to lower income expectant parents who are in committed relationships with each other and are the biological parents of the expected or newborn child. (See Attachment A).

Intimate Partner Violence – IPV – recognition of potential domestic, intimate partner violence and incorporation of a protocol for referral for services.

4.0 HISTORY OF PROGRAM

In March 1999, Oklahoma had the second highest divorce rate in the nation, and it was determined that Oklahoma needed to reverse this trend. A commitment was forged to implement a statewide plan with short and long-range goals to rebuild family structures.

The implementation of the Personal Responsibility and Work Opportunities Act of 1996 and the reauthorization in the DR Act of 2005 emphasized the importance of marriage. Three of the four goals listed in the Temporary Assistance for Needy Families (TANF) program have marriage as a key component:

- “to end dependence of needy parents by promoting job preparation, work and marriage,”
- “to prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies,” and
- “to encourage the formation and maintenance of healthy two-parent families and responsible fatherhood.”

OMI is a series of endeavors that include the following:

- a statewide delivery system that provides marriage education services to all Oklahomans seeking pre and post marital education;
- training of more than 2500 persons to deliver a curriculum called Prevention and Relationship Enhancement Program(PREP).
- formed and consulted a Research Advisory Group (RAG) to assist in targeting potential populations that could benefit from PREP.
- conducted a baseline survey to ascertain Oklahomans’ attitude about marriage and divorce;
- developed a web-site for OMI that allows workshop leaders flexibility in reporting their sessions, and the public the opportunity to obtain as much information about marriage and marriage education programs as possible; and
- implementation of the Family Expectations program which is primarily for married and unmarried expectant couples optimally between 10 and 30

weeks of pregnancy. The goal of this program is to increase relationship and marital quality of expectant and new parents with the subsequent related outcome of improved child well-being.

5.0 OBJECTIVE

The expected outcomes of this contract will be to:

- expand marriage education services in Oklahoma
- provide standing capacity services to all communities including new target populations that will benefit from receiving PREP marriage education services
- expand Family Expectations services to more couples around the birth of a baby
- supplier will initiate obtaining additional funding sources for marriage education and Family Expectation services through grant applications, private industries, contributors, etc.
- continue and enhance research and evaluation techniques; utilizing experts within the RAG.

6.0 MANDATORY SUPPLIER QUALIFICATIONS

All supplier are required to meet the qualifications listed in this section and provide evidence of certification or licensure with their responses.

A sufficient quantity of staff to accomplish the tasks required herein who are degreed at least at the bachelor's level of academic study including public administration, public relations, or fields related in the helping sciences such as counseling, psychology, social work or any combination of the above. This requirement applies to all new staff hired during the life of this contract.

7.0 SCOPE OF WORK

1. The suppliers will provide a response detailing the maintenance and enhancement of the statewide Service Delivery System (SDS) to provide pre and post marital educational services to Oklahoma families. The response will include:
 - a. A detailed plan of continued use of the Prevention and Relationship Enhancement Program (PREP) curriculum, with adaptations/changes made as necessary with the participation of the PREP staff, to reach targeted populations in Oklahoma.

-
- b. An explanation of how the supplier will continue to maintain existing and develop further standing capacity workshop sites as need is identified in Oklahoma communities. Standing capacity workshops provide regularly scheduled, on-going workshops in specific locations.
 - c. Supplier will provide a detailed narrative plan of facilitating strong interaction with PREP workshop leaders to encourage regular and timely reporting of workshop services. Supplier will also address plans for training workshop leaders in online reporting and regular updates of use of forms as required.
 - d. An explanation of how the supplier will provide oversight and technical assistance of the SDS.
 - e. The supplier's explanation of data submission on the number of Oklahoma families provided marital educational services on a quarterly basis.
 - f. Supplier must address how they will continue and enhance research and evaluation techniques; utilizing experts within the Research and Advisory Group (RAG) will be required.
 - g. Operate and maintain the OMI website at URL www.okmarriage.org –or subcontract for and fund activities. If subcontracted, the supplier must list name of subcontractor in their response. Make modifications and undertake enhancements to the website as requested by OKDHS. The website must maintain its present basic structure with separate portals for “Business”, “Services” and “Family Expectations”, site map, content, and functionality, unless OKDHS authorizes a material structural change.

All suppliers are required to adhere to current OKDHS development and operational standards while the product is being developed and/or under maintenance. Current standards include those standards that are developed during the life cycle of the project and extend through all maintenance periods. It is expected that suppliers will adhere to current development and operational standards at no additional cost to the agency for standards in place during project development. Standards that require major modifications to the project that are put in place during the maintenance phase of the project will be paid via the standard cost reimbursement method.

2. The supplier will submit a response detailing strategies to maintain and enhance the Family Expectations (FE) program model, which includes both marriage and relationship skills education and family support services. The supplier will continue to serve couples interested in these services and efforts will be focused into strategies that will inform

and recruit low-income couples who are expecting a child or have recently had a child. Response must include for each contract year a detailed timeline and methodology enumerating families to be served and specific locations throughout the state where FE services will be provided.

- a. Supplier will explain program elements for implementation which may include but are not limited to marriage and relationship skills education and case management; continuation of the FE; detail initial and ongoing services to be provided to couples who are participating in FE classes.
 - b. Supplier will address services to be provided in relation to Intimate Partner Violence (IPV).
 - c. Supplier will explain how they will collect and manage data for statistical and reporting purposes, both locally and nationally.
 - d. Supplier must address how they will continue and enhance research and evaluation techniques; utilizing experts within the RAG will be required.
3. The supplier will submit a response for an innovative expansion of the OMI. The response will include at a minimum the following:
 - a. an expansion of service delivery to populations in Oklahoma either not yet served or underserved;
 - b. develop additional funding to enhance services provided by the OMI;
 - c. Supplier must address how they will continue and enhance research and evaluation techniques; utilizing experts within the RAG will be required.

8.0 SUBMISSION REQUIREMENTS

Each supplier shall submit a response, which meets or exceeds every requirement detailed in the Solicitation Response and this RFP.

Responses must be complete, when submitted, and should clearly describe the supplier's ability to meet the requirements of the RFP.

All responses must be submitted as legal offers and any responses, when accepted by DCS, will constitute a firm contract. In case of conflict between the response and the RFP, the RFP will control. Failure of the supplier to accept these obligations may result in cancellation of their selection.

Neither the State of Oklahoma nor OKDHS is liable for any costs incurred by suppliers in the preparation or submission of responses.

All responses submitted become the property of the State of Oklahoma and will not be returned.

Original response must be clearly marked "Original." Supplier must submit one original and five copies.

All responses should be submitted in 3-ring binders.

9.0 RESPONSE FORMAT

The supplier must specifically address and respond to each item under Section 6.0. The supplier must state how each requirement is met and not simply respond with such terms as "agreed" or "complied with." The supplier may refer to attached materials but may not substitute such material for explicit responses.

The response will contain, at a minimum, the following detailed information:

ADMINISTRATIVE DATA

Supplier's administrative data submitted may be in the form of a letter of transmittal with attachments. Its purpose is to provide information to OKDHS required for preparation of the contract document and supporting file.

This section shall contain the completed Solicitation Request (with original signature and notarization) and any other information the supplier wishes to bring to the attention of OKDHS.

TECHNICAL RESPONSE

Suppliers shall provide a detailed plan for contract performance. Information must include, at a minimum, the methodology for achieving the objectives described in this RFP and a detailed Work Plan describing how the tasks described in the Scope of Work will be accomplished.

PAST EXPERIENCE AND PERFORMANCE

Past experience pertains to the types and amounts of work experience previously performed by a supplier. Past performance relates to the quality of the past experience. Suppliers shall submit a description of their last three contracts that were similar to this project in scope and size.

ORGANIZATIONAL CAPACITY AND RESOURCES

Proposed personnel must include staff with demonstrated experience in planning, developing and implementing similar projects and a proven track record in business

operations and financial management of a mid to large sized company. Personnel must be at least at the bachelor's level of academic study including public administration, public relations, or fields related in the helping sciences such as counseling, psychology, social work or any combination of the above. Supplier's personnel and organizational structure shall be key to demonstrating their experience. A description of the persons responsible for the administration and provision of these services must be provided, accompanied by their resume. Supplier must provide only three references that demonstrate the organization's experience in the areas covered by the Scope of Work. The references must include the name, telephone, and fax number of the persons who may be contacted. List service programs operated by your organization for the past (3) years; include the period of time operated and the funding sources.

The supplier shall indicate the necessary financial capacity and other resources to perform the contract without assistance from any other source. Supplier shall include submission of most recent certified financial statement audit. Suppliers must have sufficient capital to operate for 60 days.

PRICE RESPONSE

The supplier will propose two hourly rates, one rate for project management services and one rate for support services directly associated with the project. Rates are to be inclusive of all staff and general expenses such as benefits, administrative, indirect expenses, etc. A budget must be submitted inclusive of all costs (reimbursement and hourly rates) to be associated with each Deliverable (Deliverable 1,2 and 3) of Section 7.0 not to exceed the maximum per Deliverable as stated in Section 1.0. Authorized costs such as allowed in the approved budget shall be reimbursed at the actual costs. Travel shall be reimbursed in accordance with the travel policy of the state of Oklahoma and paid against the total contract amount (see below for out-of-state travel policy). Supplier staff shall be reimbursed at one-half the designated hourly rate while in active travel status, defined as time spent in transit. Responses must include proposed budgets and rates for providing the same level of services for years two, three, four and five, not to exceed 2% increase in each of the three Deliverables (Deliverables 1,2 and 3) of Section 7.0 per contract year.

Upon advance approval of the OKDHS, the successful supplier will be reimbursed for approved actual costs not in excess of the rate established by the State Travel Reimbursement Act incurred for travel expenses; costs related to conferences, i.e. room and equipment rental charges, speaker fees and refreshments; and other expenses related to the project as approved in the response. The successful supplier will provide documentation of such expenses to support requests for reimbursement, which may include copies of invoices, evidence of payment by the successful supplier and other documents if requested by the OKDHS. The OKDHS will only pay travel expenses specified in and charged against the total amount of the contract award.

OKDHS may choose not to award any stated deliverable or award a stated deliverable at a reduced level or at a future date within the contract period. In that event, the contract award will be revised accordingly.

10.0 EVALUATION AND AWARD

10.1 General

Upon receipt of all solicitation responses, each response will be evaluated to determine which response meet all minimum mandatory pre-requisites as set forth in Response Submission Requirements. An evaluation team will conduct evaluation of responses and price as it relates to best value received for this RFP. This RFP will be evaluated on: Organization Capabilities/Resources, Technical Response, Past Performance and Capability, Price.

10.2 Award of contract

Any Award of Contract resulting from this Request for Proposal will be made only by DCS. Only the successful supplier will be notified, in writing, by DCS. All awards are posted to the DCS website.

Negotiations may precede award of this contract at the sole discretion of DCS; but supplier should submit best and final response. OKDHS may choose not to award any stated deliverable or award a stated deliverable at a reduced level or at a future date within the contract period. In that event, the contract award will be revised accordingly.

11.0 TERMS AND CONDITIONS

11.1 Approval of the contract

The contract is subject to the written approval of DCS and shall not be binding until approved.

11.2 Compensation and billing

Payment will be based upon the proposed hourly rate for services associated with the project and reimbursement for actual costs as authorized in Section 9.0, Price Response. OKDHS shall not pay, nor be liable for, any other additional costs including but not limited to: taxes, attorney fees, liquidated damages, etc.

Payment for all services herein shall be made in arrears. OKDHS shall not make any advance payments or advance deposits.

Supplier will invoice OKDHS on a monthly basis for services. Claims for reimbursement of services shall be submitted within 90 calendar days of the provision of services. The supplier will provide documentation of such expenses to support requests for reimbursement, which may include copies of invoices,

evidence of payment by the supplier and other documents, as requested by OKDHS. Supporting encumbrances may be canceled upon a lapse of six months from the actual provision of services. OKDHS will have 45 days from presentation of a proper invoice to issue payment to the supplier.

If OKDHS finds that an overpayment or underpayment has been made to the supplier, OKDHS may adjust any subsequent payments to the supplier to correct the account. A written explanation of the adjustment will be issued to the supplier by OKDHS.

11.3 Subcontracting

The service to be performed under this contract shall not be subcontracted, in whole or in part, to any other person or entity without the written consent of OKDHS. The terms of this contract and such additional terms as OKDHS may require shall be included in any approved subcontract and approval of any subcontract shall not relieve supplier of any responsibility for performance under this contract.

11.4 Equal opportunity and discrimination

The supplier agrees to comply with all federal and state laws prohibiting discrimination and assures services will be provided without distinction on the basis of race, sex, color, national origin or disability and no other distinction will be made on the basis of age, except as the law allows. The supplier assures compliance with the 1964 Civil Rights Acts, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended,) Executive Orders 11246 and 11375 and the Americans with Disabilities Act of 1990 (Public Law 101-336) and all amendments to and all requirements imposed by the regulations issued pursuant to these acts.

11.5 Grievance procedure

If this contract involves services to OKDHS clients, the supplier shall have, in place, a system for resolution of said grievances. The grievance system used by the supplier shall be subject to prior approval by OKDHS.

11.6 Travel

Travel expenses incurred by the supplier pursuant to this contract shall be included in the total amount of the contract award and will not be in excess of the rates established by the Oklahoma State Travel Reimbursement Act unless stated otherwise specifically in this contract.

11.7 Drug-free workplace

Suppliers that:

-
- receive a federal grant;
 - have a contract with a federal agency valued at \$25,000 or more;
 - have a subcontract that includes a drug-free workplace requirement; or
 - are subject to any federal agency regulations such as (but not limited to) those of the Department of Transportation, Department of Defense, or Nuclear Regulatory Commission;

must certify compliance in providing or continuing to provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988 and implemented at 45 CFR Part 76, Subpart F, for grantees, as defined at 45 CFR Part 76, Sections 76.605 and 76.610.

11.8 Environmental protection

If the payments pursuant to this contract are expected to exceed \$100,000 then the supplier must comply with Section 306 of the Clean Air Act (42 U.S.C. 1957 (L), Section 508 of the Clean Water Act (33 U.S.C. 1638), Executive Order 11738 and Environmental Protection Agency Regulations (40 C.F.R. Part 15) which prohibits the use under non-exempt federal contracts, grants or loans of facilities included on the EPA List of Violating Facilities.

11.9 Confidential information

Supplier recognizes that OKDHS has and will have agency and client information, ("Information") which are confidential and need to be protected from improper disclosure. Supplier agrees that supplier, any employees of Supplier, or any agents of supplier will not at any time or in any manner, either directly or indirectly, use any Information for supplier's own benefit or divulge, disclose, or communicate in any manner any Information to any third party. With the prior written consent of OKDHS, such Information may be released to authorized third parties. Supplier will protect the Information and treat it as strictly confidential. This includes, but is not limited to, total compliance with the Privacy Act of 1974, Public Law 93-579, 5 US Code 552a. All Information in any format, including originals and copies thereof, shall be completely, permanently, and irretrievably destroyed within 30 days after the required three-year record retention period.

11.10 HIPAA privacy rule

Supplier shall agree to use and disclose Protected Health Information in compliance with the Standards for Privacy of Individually Identifiable Health Information ("Privacy Rule") (45 C.F.R. Parts 160, 162 and 164) under the Health Insurance Portability and Accountability Act of 1996 if the data they are hosting, storing, accessing, utilizing, managing, or manipulating contain electronic Protected Health Information (ePHI.) The definitions set forth in the Privacy Rule are incorporated by reference into this Contract (45 C.F.R. §§ 160.103 and 164.501). Documentation of HIPAA compliance, including but not limited to, summaries of policies, procedures, practices and user training must be provided

to the OKDHS, Information Security Office. Failure to comply with the requirements of this standard may result in funding being withheld from the supplier, and/or full audit and inspection of the supplier's HIPAA security compliance as it pertains to this contract. The supplier will sign and adhere to an OKDHS Business Associate Agreement. The Business Associate Agreement provides for satisfactory assurances that the supplier will use the information only for the purposes for which it was engaged. The supplier agrees it will safeguard the information from misuse, and will comply with HIPAA as it pertains to the duties stated within the contract.

Failure to comply with the requirements of this standard may result in funding being withheld from the supplier, and/or full audit and inspection of the supplier's security compliance as it pertains to this contract.

11.11 Insurance

The supplier shall obtain and retain insurance including worker's compensation, automobile insurance, medical malpractice, and general liability, as applicable, prior to commencement of any work on this contract. The supplier shall timely renew the policies to be carried pursuant to this section throughout the term of the contract and shall provide OKDHS with evidence of such insurance and renewals upon request by OKDHS.

11.12 Response and material ownership

Title to all source data, information and materials furnished to OKDHS, together with all plans, system analysis and design specifications and drawings, completed programs and documentation thereof, reports and listing, all data and test procedures and all other items pertaining to the work and services to be performed pursuant to this contract, including any copyright, shall become the property of the State. Such ownership does not extend to proprietary source data, information, materials or other property, both tangible and intangible brought in by the supplier for use on any project. This section shall not be construed to alter or diminish ownership rights provided under state or federal law or regulations.

11.13 Equipment

Any equipment or other tangible materials directly and/or specifically purchased with funds provided through this contract and previously approved for said purchase by OKDHS shall remain/become the property of the State of Oklahoma and shall be held, maintained, and insured by the supplier for the benefit of OKDHS. Upon termination or cancellation of the contract, for any reason, OKDHS may demand the delivery/return of such equipment or materials at the supplier's sole cost and expense. The supplier shall notify OKDHS prior to relocation or substantial alteration of such equipment or materials.

11.14 Lobbying

The Supplier certifies compliance with the Anti-Lobbying law, Section 1325, Title 31 of the U. S. Code and implemented at 45 CFR Part 93, for persons entering into a grant or cooperative contract over \$100,000 as defined at 45 CFR 93, Section 93.105 and 93.110.

11.15 Charitable choice providers

Suppliers who are members of the faith community are eligible to compete for contracts with OKDHS on the same basis as any other provider. Such suppliers shall not be required to alter their forms of internal governance, their religious character or remove religious art, icons, scripture or other symbols. Such suppliers may not, however, discriminate against clients on the basis of their religion, religious beliefs or clients' refusal to participate in religious practices.

11.16 Conflict of interest

All suppliers must disclose any contractual relationship or any other contact with any state personnel, supplier or Subcontractor involved in the development of the supplier's response to the solicitation resulting in this contract. Any conflict of interest shall, at the sole discretion of OKDHS, be grounds for rejection of the supplier's response or termination of this contract.

In addition to any requirements of law or through a professional code of ethics or conduct, supplier is required to disclose any outside activities or interests that conflict or may conflict with the best interests of OKDHS or the State of Oklahoma. Further, supplier shall not plan, prepare or engage in any activity that conflicts or may conflict with the best interests of OKDHS or the State of Oklahoma during the period of this agreement without prior written approval of OKDHS. Prompt disclosure is required under this paragraph if the activity or interest is related, directly or indirectly, to any person or entity currently under contract with or seeking to do business with OKDHS.

11.17 Audit

Suppliers employing two or more individuals to supply services through a contract that expends in excess of \$500,000 or more in a year in federal funds must have a certified independent audit conducted in accordance with Government Auditing Standards and OMB Circular A-133.

Suppliers that receive in excess of \$50,000 per year in state or federal funds must have a certified independent audit of its entire operations conducted in accordance with Government Auditing Standards. The financial statements shall be prepared in accordance with Generally Accepted Accounting Principles and the report shall include a Supplementary Schedule of State Awards listing all state revenues and expenditures by contract and a Supplementary Schedule of

Revenue and Expenditures by function and funding source. The certified independent audit must cover the period for which the contract was in effect.

A certified public accountant or public accountant who has a valid and current permit to practice accountancy must perform the audit. OKDHS retains the right to approve the selection of and examine the work papers of said auditor. No approval will be withheld unreasonably.

The supplier must submit two (2) copies of the annual audit to the Office of Inspector General, P. O. Box 25352, Oklahoma City, Oklahoma 73125 along with a copy of the management letter and a response to any audit findings within 90 days of the conclusion of the supplier's fiscal year.

At the request of OKDHS or the Oklahoma State Auditor, the supplier will provide books, records, documents, accounting procedures, practices or any other item relevant to the contract for examination.

11.18 Software ownership

Pursuant to 62 O.S. Section 41.5u, if this contract involves the development of software for the use of OKDHS, the supplier agrees to place the source code for the software and any upgrades supplied under this contract in escrow with a third party acceptable to OKDHS and to enter into source code escrow contract, acceptable to OKDHS, which includes a provision that entitles OKDHS to receive information held in escrow upon the occurrence of any of the following:

1. A bona fide material default of the obligations by the supplier;
2. An assignment by the supplier for the benefit of its creditors;
3. A failure by the supplier to pay, or an admission by the supplier of its inability to pay, its debts as they mature;
4. The filing of a petition in bankruptcy by or against the supplier when such petition is not dismissed within 60 days of the filing date;
5. The appointment of a receiver, liquidator or trustee appointed for any substantial part of the supplier's property;
6. The inability or unwillingness of the supplier to provide the maintenance and support services in accordance with this Contract; or
7. The ceasing of the supplier of maintenance and support of the software. The fees of any third-party escrow agent subject to this section shall be borne by the supplier.

"Source code" as used herein shall mean the programming instruction for a computer program in its original form, created by a programmer with a

11.19 Electronic and Information Technology

All electronic and information technology contracts shall comply with Oklahoma Information Technology Accessibility Standards issued by the Oklahoma Office of State Finance.

The supplier shall indemnify and hold harmless the State of Oklahoma and OKDHS who purchased the product, system or application developed and/or customized by the supplier from any claim arising out of the supplier's failure to comply with the aforementioned requirements.

At the discretion of OKDHS the supplier shall provide with this contract, as Attachment C, a description of conformance with the applicable Oklahoma Information Technology Accessibility Standards for the proposed product, system or application development/customization by completing a Voluntary Product Accessibility Template (VPAT.)

11.20 Data Compliance

The supplier will perform an annual audit of information security risk assessment due to the Oklahoma Department of Human Services, Information Security Office by the first day of November of each year for private entities and by the last day in January for public entities. The final information security risk assessment report shall identify, prioritize, and document information security vulnerabilities of the supplier. The supplier is granted 60 working days after final report submission to respond with a mitigation plan for the identified security vulnerabilities. Supplier shall use either the standard security risk assessment created by the Office of State Finance or a third-party risk assessment meeting the ISO/IEC 17799 standards and using the National Institute of Standards and Technology Special Publication 800-30 (NIST SP800-30) process and approved by the Office of State Finance.

The supplier will disclose any breach of the security of the system following discovery or notification of the breach in the security of the data to any resident of Oklahoma whose encrypted or unencrypted personal information was, or is reasonably believed to have been, acquired by an unauthorized person. The disclosure shall be made in the most expedient time possible and without unreasonable delay to the OKDHS, Information Security Office. The supplier must deliver a final report of the breach post-mortem, citing the reason, sources, affected records, and mitigation plans or actions within 10 business days of breach discovery.

The supplier will comply with Federal Information Processing Standards – FIPS 200 which promotes the development, implementation, and operations secure information systems within governmental agencies by establishing minimum levels of due diligence for information security and facilitating a more consistent, comparable, and repeatable approach for selecting and specifying security controls for information systems that meet minimum security requirements. The supplier must sign OKDHS Acceptable Use, Confidentiality and Non-Disclosure agreements, User Logon Authorization, and may be subject to Background Checks.

User Logon Authorization

The supplier will not be granted access to OKDHS information systems without the prior completion and approval of Logon Authorization Request for Non-OKDHS Employees, Form 05SC004E (MID-1-A). Certain types of access may require that a background check and verification be performed prior to granting access. Supplier will notify OKDHS immediately when employees are terminated that have access to OKDHS systems.

Background Checks and Verifications

At the sole discretion of OKDHS, the supplier may be subject to user background checks, depending on the information systems the supplier accesses or types of data OKDHS provides. Supplier must submit the required background check information to OKDHS in a timely manner. OKDHS will not process any access agreements prior to completion of user background verification.

Business Continuity and Disaster Recovery

The supplier will comply with the Office of State Finance minimum mandatory standards for information security and internal controls for contingency planning and disaster recovery. The supplier will develop business continuity and disaster recovery plans as stated in the Office of State Finance Core Oklahoma Information Security Policy Section 8.0, Business Continuity found at www.ok.gov/coreoklahoma/. Supplier is further required to exercise, not less than annually, the recovery capabilities of developed plans. Supplier must submit exercise summaries annually or as exercises are conducted to the OKDHS Information Security Office.

Auditing and Compliance

The OKDHS, Information Security Office may, at its discretion, audit the supplier for information security compliance as it pertains to this contract. The supplier must supply corrective action plans for non-compliant audit findings within 30 business days from the receipt of the final audit report from OKDHS. Failure to comply with these requirements may result in funding being withheld from the supplier.

The supplier will comply with Internal Revenue Service – Publication 10-75 – Tax Information Security Guidelines for Federal, State, and Local Agencies if the data they are hosting, storing, accessing, utilizing, managing, or manipulating contains any federal tax return or federal tax return information with respect to a taxpayer.



Sign Up

Who can sign up?

You may be eligible to sign up for Family Expectations if you are:

- ☒ Willing to participate as a couple
- ☒ Married or in a committed relationship
- ☒ 18 years of age or older
- ☒ Expecting a child or just had a baby (within 3 months)

How do I enroll?

Couples wishing to participate in Family Expectations can contact any of our dedicated staff at [REDACTED]. A time will then be scheduled when you and your partner can visit Family Expectations and ask any questions you may have about the program. Those wishing to join the program will then complete the enrollment process and be assigned to a Family Support Coordinator. **

** Family Expectations is a part of a national research study. Eligible couples who participate in the study will have a 50/50 chance of participation in the program.

How do I get more information?

For more information, call [REDACTED]. Call today to learn about this great program and resource for your family and to get a free gift for you and your new baby!





*What is best for your
baby is the two of you!*

Family Expectations is a **FREE** program for couples expecting a baby or who just had a baby.

Family Expectations helps couples:

- » Build a strong relationship
- » Find ways to work as a team
- » Learn what's best for their baby
- » Prepare for the changes a new baby brings
- » Have fun with other couples!





Crib Cash

Welcome to the Crib!

The Crib is a shop located inside Family Expectations, and is stocked full of brand new items just for you and your baby.

By participating in Family Expectations you can earn "Crib Cash." Crib Cash is used exclusively in the Crib to purchase items such as:

- » High Chairs
- » Bassinets
- » Playards
- » Bouncy Seat
- » Diaper Bags
- » Children's Books
- » Bath Sets
- » Baby Swings
- » Activity Stations
- » Children's DVDs
- » Diapers
- » DVD Players
- » Recently-released DVDs

All this and much more is available in the Crib!

The Crib is restocked each week so make sure you visit the store each time you meet with your Family Support Coordinator or attend a workshop session. If you have an item you'd like to see in the Crib, be sure and tell us – we will make every effort to meet your needs.

Additional Incentives

Couples attending regular workshop sessions have the opportunity to earn up to \$200 cash, enter a drawing for a bassinette and a couple date-night basket, and receive gift certificates and other great prizes.





Schedule



December 2006 Events

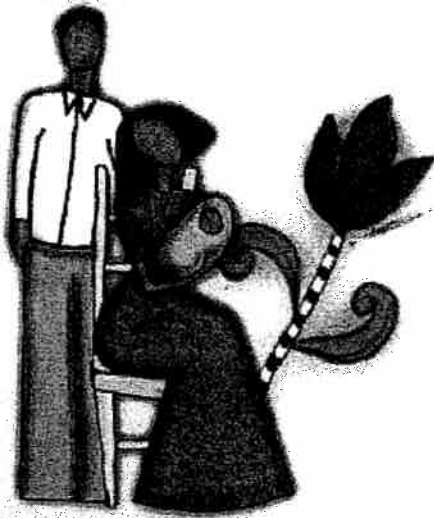
Date	Day	Event	Time
Dec 2	Saturday	New 6-week class begins (Runs thru Jan. 20)	9:30 am - 3:30 pm
Dec 4	Monday	Dad's Group	5:30 pm - 8:30 pm
Dec 14	Thursday	New 10-week class begins (Runs thru Feb. 22)	5:30 pm - 8:30 pm
Dec 18	Monday	Team DADD	5:30 pm - 8:30 pm

[Back](#)





What You'll Learn



- » How to build a "nest" for your baby to grow and develop
- » The importance of strong couple relationships for children
- » The benefits of marriage
- » Commitment, trust, and fidelity
- » How to build a healthy relationship
- » Developing proper communication skills
- » How to handle conflict and solve problems
- » How to keep fun and friendship alive in your relationship
- » Managing emotions
- » How to create a supportive environment for your baby
- » How to build and maintaining a stable and loving couple relationship
- » Managing and talking about money and family finances
- » Working together as parents; and
- » Strengthening the father-child bond





Why Go?



A new baby brings both excitement and stress to a growing family. As a pregnant couple, you can prepare for these changes by joining Family Expectations.

Family Expectations is a program for couples having a baby or new parents. We help couples learn skills which make their relationship stronger. The most fundamental relationship for a growing child is the relationship of the parent. Parents will discover ways to work as a team in raising their child.

Family Expectations is a program for couples, so you and your partner get to participate together. Couples in Family Expectations also get to go to workshops with other couples, and build new support networks and friendships.

As expectant parents, you will learn:

- How to talk to each other
- How to listen and be heard
- How to handle anger and stress
- How to keep fun, friendship, and intimacy in your relationship
- How to keep your baby happy, healthy and safe

All couples will also have assistance with information and referrals if needed. Referrals might be for housing and utility assistance, finding a job or better job, signing up for GED or college, and dealing with substance abuse.

At Family Expectations, you will:

- Learn what is best for your baby
- Have fun with other couples who are also growing their families
- Talk with each other in ways that make relationships and marriage work
- Make your family the strongest it can be

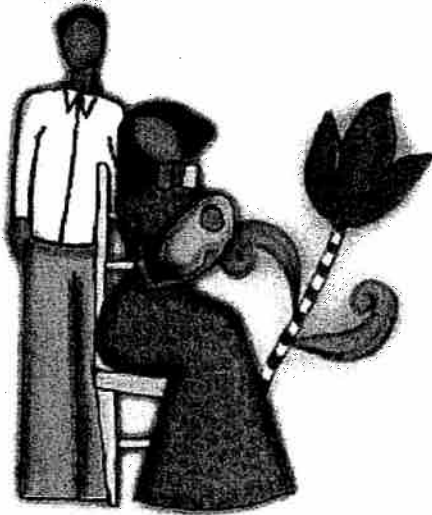
We also give couples an opportunity to:

- Build a healthy relationship
- Meet other couples
- Spend quality time together





Frequently Asked Questions



- » [Who can sign up?](#)
- » [What will I learn?](#)
- » [What if I don't have transportation?](#)
- » [Is childcare available?](#)
- » [What is a Family Support Coordinator?](#)
- » [Will there be other couples at the workshop?](#)
- » [How do I enroll?](#)
- » [How do I get more information?](#)
- » [Is the program free?](#)
- » [What are the classes like?](#)
- » [How often do I have to attend class?](#)
- » [Are the classes difficult?](#)
- » [Will we have homework?](#)
- » [Do you help couples with other needs they might have?](#)
- » [What is Crib Cash?](#)
- » [What is The Crib and where is it located?](#)
- » [Can couples earn additional cash or prizes for attending classes?](#)
- » [Where is Family Expectations located?](#)
- » [Are classes offered in Spanish?](#)

Who can sign up?

You may be eligible to sign up for Family Expectations if you are:

- » Willing to participate as a couple
- » Married or in a committed relationship
- » 18 years of age or older
- » Expecting a child or just had a baby (within 3 months)

TOP

What will I learn?

As new or expectant parents, you will learn:

- » How to talk to each other
- » How to listen and be heard
- » How to handle anger and stress
- » How to keep fun, friendship, and intimacy in your relationship
- » How to keep your baby happy, healthy and safe

TOP

How will I get to the workshop if I don't have transportation?

Family Expectations may be able to help arrange transportation for you. Ask your Family Support Coordinator for details.

TOP

Is childcare available if I need it?

Family Expectations may be able to help with childcare arrangements. Ask your Family Support Coordinator for details.

TOP

What is a Family Support Coordinator?

You will be assigned a Family Support Coordinator (FSC) who will keep in contact with you regularly throughout the program. Your FSC will answer any questions you may have and offer support to you during the program.

TOP

Will there be other couples at the workshop?

Yes. At Family Expectations, you will get to meet other couples just like you who are also growing their families.

TOP

How do I enroll in the program?

Couples wishing to participate in Family Expectations can contact any of our dedicated staff at [REDACTED]. A time will then be scheduled when you and your partner can visit Family Expectations and ask any questions you may have about the program. Those wishing to join the program will then complete the enrollment process and be assigned to a Family Support Coordinator. **

** Family Expectations is a part of a national research study. Eligible couples who participate in the study will have a 50/50 chance of participation in the program.

TOP

How do I get more information about the Family Expectations program?

You can call [REDACTED] anytime between 8:30 a.m. and 5:30 p.m. We are ready to answer your questions about this great program available to you at this very important time in your lives!

TOP

Is the program free?

Yes, it is free. In fact, as a couple, you can receive up to \$750 in cash, gift cards and baby items as you go through the program!

TOP

What are the classes like?

All classes are held in a casual, comfortable, "home-like" environment, sort of like your own living room. There are couches and recliners for relaxing, a television, and a kitchen with several tables to share meals with other couples. A free meal is also provided during each class. You will attend classes with other couples who are expecting or just had a baby, so you will get a chance to meet others who are growing their families just like you!

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How often do I have to attend class?

Our workshops consist of a total of 30 classroom hours. Classes are held for three hours one night per week for 10 weeks, or for six hours each Saturday for five weeks.

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Are the classes difficult?

While you will learn a lot in Family Expectations, the classes are not difficult. Trained workshop leaders use a mix of role-playing, games, and open communication within the class to teach relationship skills. Family Support Coordinators are also available to practice these skills with you one-on-one during your office visits.

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Will we have homework?

The relationship skills taught in Family Expectations are only effective when practiced at home. In addition to applying these skills into your everyday routine, Family Expectations will also request that you do occasional homework projects like developing a healthy-meal plan and a family budget. Family Support Coordinators can assist with these homework projects during your scheduled office visits.

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Does Family Expectations help couples with other needs they might have?

Your Family Support Coordinator (FSC) can help you find assistance for many needs you may have to live a happier, healthier life. Your FSC can refer you to other places that might be able to help you find a job, health care, food, counseling, education, substance abuse treatment, housing,

childcare, transportation, legal aid or help in managing finances. Your FSC will be there to offer support and encouragement during the program.

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What is Crib Cash?

Crib Cash is "cash" that you earn every time you complete a class. Each class is worth a set amount of Crib Cash. For example, during Week 1, you can earn \$10 in Crib Cash. During Week 4, you can earn \$30 in Crib Cash. Couples are eligible to earn up to \$150 in Crib Cash for completing all workshop classes. Crib Cash can then be used just like real cash to shop for baby items at our store, the Crib.

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What is The Crib and where is it located?

The Crib is a store stocked full of baby items. You can purchase items in the Crib with Crib Cash. The Crib is located inside Family Expectations.

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Can couples earn additional cash or prizes for attending classes?

Yes. Couples may be eligible to receive up to \$100 in cash, gift cards and certificates, as well as other household necessities and supplies.

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Where is Family Expectations located?

Family Expectations is [REDACTED] located in [REDACTED]
[REDACTED]
[REDACTED]

Click [here](#) for a map to Family Expectations.

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Are classes offered in Spanish?

Yes.

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