



The Oklahoma Department of Public Safety Procurement Division



3600 N Martin Luther King Blvd, Oklahoma City, OK 73111
Phone 405-425-2023 Fax 405-425-2022

Request for Proposal #: 22-0592

Bid Title: Teen Education Program

Shipping Zip Code: 73159

E-Mail Address: bids@dps.ok.gov

The DPS Buyer: Theresa Dunn 405-425-7609

TIMETABLE	Date	Time
ITB/RFP Issue Date:	10.08.21	
Questions Due by:	10.13.21	10:00 AM
All Amendments will be posted by:	10.14.21	3:00 PM
BIDS WILL BE OPENED ON:	10.27.21	1:30 PM

Packet # 1 <u>MANDATORY RETURN</u>	
Page #	Bid Package Contents
1	Signatory Form
2	Responding Bidder Information
3	Certification for Competitive Bid
4	Supplier Contract Certification
5	Early Pay Discount Addendum
6-11	Specifications/Job Description
	Other:

Packet # 2 <u>DO NOT RETURN</u>	
Page #	Package Contents
1-4	Standard Terms and Conditions
	State of Oklahoma Bidder/Payee Form <i>* If form is included please retain until asked for.</i>
	Other:

SUBMIT SEALED BID RESPONSE TO:

DEPARTMENT OF PUBLIC SAFETY
PROCUREMENT DEPARTMENT
3600 N MARTIN LUTHER KING BLVD
OKLAHOMA CITY, OK 73111

The envelope containing your Bid/Proposal response is to be annotated on the outside front lower left hand corner of the envelope with the contract bid number, closing date and time. If the Bid/Proposal is mailed by special courier (FedEx, UPS, USPS Priority Mail) then the Bid/Proposal response must be enclosed in a separate appropriately marked envelope within the courier's packaging. Failure to provide this information on the envelope may result in the bid not being considered. Do not submit bids by fax or electronically.

Sealed bids are required.
The Invitation to Bid is subject to change.
There may be one or more amendments to this solicitation.



**OKLAHOMA DEPARTMENT OF PUBLIC SAFETY REQUEST FOR BID/PROPOSAL
SIGNATORY FORM – Packet #1**

A	SOLICITATION #: 22-0592	B	FOR: Teen Education Program
C	PURSUANT TO OKLAHOMA STATUTES, REGULATIONS AND EXECUTIVE ORDERS, BIDS/PROPOSALS WHICH FAIL TO CONFORM WITH THE FOLLOWING REQUIREMENTS WILL BE AUTOMATICALLY REJECTED:		
	<p>1) BIDS/PROPOSALS <u>MUST</u> BE RECEIVED AT THE FOLLOWING LOCATION: DEPARTMENT PUBLIC SAFETY, PROCUREMENT DEPARTMENT, 3600 N MARTIN LUTHER KING, OKC, OK 73111 QUESTIONS AND CORRESPONDENCE SHOULD BE EMAILED TO: <u>bids@dps.ok.gov</u></p> <p>2) It is the bidder's responsibility to ensure that proposals are received by the Department of Public Safety's (DPS) Procurement Office (via delivery directly to the DPS Procurement) on or before the posted bid/proposal closing date and time. Under no circumstances will DPS be responsible for bidders', U. S. Mail's or special courier's failure to make timely delivery of the bid response. Official time/date stamp within the DPS Procurement office is the Official Time of the bid's delivery and DPS's receipt thereof.</p> <p>3) [REDACTED]</p> <p>4) The bidder must sign the Bid/Proposal.</p> <p>5) The Bid/Proposal must include all price information, Bid/Proposal prices shall include delivery/freight charges of all items, F.O.B. destination. Price quotes must be firm through issuance of contract.</p> <p>6) Bidder's response may not be withdrawn for a period of thirty (30) calendar days after the Bid/Proposal closing date.</p> <p>7) Bids/Proposals for Services: Work is to commence within ten (10) calendar days after the receipt of a Purchase Order unless notified to the contrary either in the DPS's bid or specifications or written authorization from DPS, and fully performed within the time frame set out in the ITB or RFP.</p> <p>8) Bids/Proposals for Products: Products will be delivered within ten (10) calendar days after notification of the award, unless notified to the contrary in DPS's bid form, specifications or written authorization from DPS.</p> <p>9) All Bid/Proposal prices must be typed or written in ink.</p> <p>10) All corrections, white-outs, erasures, restrike of type, or other forms of alteration, or the appearance of alteration, to unit and/or total prices must be initialed in ink by the bidder.</p> <p>11) The bidder must complete and submit the attached Signatory Page, Responding Bidder Information form, Certification for Competitive Bid form, Supplier Contract Certification form along with any and all specification/pricing sheets/ or miscellaneous forms deemed necessary as indicated on the front cover sheet of the bid announcement.</p> <p>12) Subsequent Written Contract: At the election of DPS, a contract may not be awarded to successful bidder on determination or notice of successful bidder, and may be awarded only after acceptance by DPS of a subsequently negotiated written contract. If the parties are unable to reach such a written agreement, DPS reserves the right to enter into such a written contract with the next successful bidder, or reject all bids and/or rebid the project/request.</p> <p>13) The Department of Public Safety reserves the right to reject any and all bids and responses.</p>		
D	<p>THESE SECTIONS TO BE COMPLETED BY BIDDER Complete Delivery of all goods/services can be accomplished _____ days or _____ weeks after date of purchase order..</p> <p>Bidder currently engaged in a boycott of goods or services from Israel? YES _____ NO _____</p> <p>Disabled Veteran Business Enterprise Act</p> <p><input type="checkbox"/> YES – I am a service-disabled veteran business as defined in 74 O.S. §85.44E. Include with the bid response 1) certification of service-disabled veteran status as verified by the appropriate federal agency, and 2) verification of not less than 51% ownership by one or more service-disabled veterans, and 3) verification of the control of the management and daily business operations by one or more service- disabled veterans.</p> <p><input type="checkbox"/> NO – Do not meet the criteria as a service-disabled veteran business.</p>		
SIGNATURE OF THE BIDDER ATTESTS THAT THE BIDDER HAS READ, UNDERSTANDS, AND AGREES TO ALL TERMS, CONDITIONS AND SPECIFICATIONS SET FORTH IN THE INVITATION TO BID OR REQUEST FOR PROPOSAL, INCLUDING ALL ADDENDA, FURTHERMORE, SIGNATURE BY THE BIDDER SIGNIFIES THAT THE ITB OR RFP CONSTITUTES A CONTRACT IMMEDIATELY UPON NOTICE OF AWARD OF THE BID/PROPOSAL BY THE STATE OF OKLAHOMA FOR ANY OR ALL OF THE ITEMS BID, AND FOR THE LENGTH OF TIME INDICATED IN THE ITB OR RFP. FAILURE TO ACCEPT THE CONTRACT WITHIN THE TIME PERIOD INDICATED IN THE ITB OR RFP, OR FAILURE TO HOLD PRICES OR MEET ANY OTHER TERMS AND CONDITIONS AS DEFINED IN EITHER THE ITB OR RFP OR DURING THE TERM OF THE CONTRACT, SHALL CONSTITUTE A BREACH AND MAY RESULT IN SUSPENSION OR DEBARMENT FROM FURTHER STATE BIDDING. A DEFAULTING CONTRAT MAY ALSO BE LIABLE, AT THE OPTION OF THE STATE, FOR THE DIFFERENCE BETWEEN THE CONTRACT PRICE AND THE PRICE BID BY AN ALTERNATE VENDOR OF THE GOODS OR SERVICES IN ADDITION TO OTHER REMEDIES AVAILABLE.			
D	ORIGINAL SIGNATURE OF BIDDER	E	NAME OF FIRM
F	PRINT/TYPE NAME AND TITLE	G	DATE



**State of Oklahoma
Department of Public Safety
Procurement**

Responding Bidder Information

Solicitation #:22-0592

A	Bidder General Information: FEI/SSN: _____ Company Name: _____
B	Bidder Contact Information: Address: _____ City: _____ State: _____ Zip Code: _____ Contact Name: _____ Contact Title: _____ Phone #: _____ Fax #: _____ Email: _____ Website: _____
C	Registration with the Oklahoma Secretary of State: <input type="checkbox"/> YES – Filing #: _____ <input type="checkbox"/> 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 405-522-2520)
D	Workers' Compensation Insurance Coverage: (ONLY FILL OUT if you are bidding on a SERVICE) Bidder is required to provide with the bid a certificate of insurance showing proof of compliance with the Oklahoma Workers' Compensation Act. <input type="checkbox"/> YES – include a certificate of insurance with the bid <input type="checkbox"/> 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.) ¹
E	Registration with the Office of Management and Enterprise Services²: <input type="checkbox"/> YES – Supplier Identification #: _____ All competitively bid acquisitions issued by agencies under the authority of Title 74 require the bidder to register.
F	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 in not limited to the free Employment Verification Program (E-Verify) available at www.dhs.gov/E-Verify

Authorized Signature

Date

Printed Name

Title

¹ For frequently asked questions concerning workers' compensation insurance, see <https://www.oid.ok.gov/>

² For frequently asked questions concerning OMES registration, see <https://omes.ok.gov/services/purchasing/vendor-registration>



NOTE: A certification shall be included with any competitive bid and/or contract exceeding \$25,000.00 submitted to the State for goods or services.

Agency Name: _____ Agency #: _____

Supplier Legal Name: _____ Solicitation or Purchase Order #: _____

SECTION I [74 O.S. § 85.22]:

A. For purposes of competitive bid,

1. I am the duly authorized agent of the above named bidder, for the purpose of certifying the facts pertaining to the existence of collusion among and between bidders and suppliers 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 connection with the prospective acquisition;
2. I am fully aware of the facts and circumstances surrounding the acquisition or making of the bid to which this statement relates and have been personally and directly involved in the events leading to the acquisition or submission of such bid; and
3. Neither the business entity that I represent in this certification nor anyone subject to the business entity's direction or control has been a party:
 - a. to any collusion among bidders or suppliers in restraint of freedom of competition by agreement to bid or contract at a fixed price or to refrain from bidding or contracting,
 - 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. to any discussions between bidders or suppliers and any state official concerning exchange of money or other thing of value for special consideration in connection with the prospective contract.

B. I certify, if awarded the contract, whether competitively bid or not, neither the business entity I represent nor anyone subject to the business entity's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of this state any money or other thing of value, either directly or indirectly, in procuring the contract to which this statement relates.

SECTION II [74 O.S. § 85.42]:

For the purpose of a contract for services, the supplier also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the supplier to fulfill any of the services provided for under said contract.

SECTION III [74 O.S. § 582]:

For the purpose of a contract for goods or services, the supplier also certifies is not currently engaged in a boycott of goods or services from Israel that constitutes an integral part of business conducted or sought to be conducted with the state.

The undersigned, duly authorized agent for the above named bidder or supplier, by signing below acknowledges this certification statement is executed for the purposes of:

the competitive bid attached herewith and contract, if awarded to said supplier;

OR

the contract attached herewith, which was not competitively bid and awarded by the agency pursuant to applicable Oklahoma statutes.

Supplier Authorized Signature

Certified This Date

Printed Name

Title

Phone Number

Email

Fax Number



Supplier Contract Certification

Solicitation or Purchase Order #: _____

Supplier name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email address: _____

A. In accordance with 74 O.S. § 85.42, the supplier named herein certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the supplier to fulfill any of the services provided for under said contract.

B. In accordance with 74 O.S. § 85.41, if this contract is for professional services as defined in 74 O.S. § 85.2, and if the final product is a written proposal, report, or study, the supplier named herein further certifies that (s) he has not previously provided the state agency or any other state agency with a final product that is a substantial duplication of the final product of the proposed contract.

Supplier Authorized Representative Signature

Date

Supplier Authorized Representative Printed Name

Title



ADDENDUM 1 TO
STATE OF OKLAHOMA CONTRACT WITH _____
RESULTING FROM SOLICITATION NO. _____

Agency Name: The Department of Public Safety Agency Number: 58500

This Addendum 1 ("Addendum") is an amendment to the contract awarded to _____
in connection with Solicitation _____ ("Solicitation") and is effective _____

Recitals

Whereas, the State issued a Solicitation for proposals to provide, _____, as more particularly
described in the Solicitation;

Whereas the State wishes to amend payment terms and add an additional term to said Solicitation.

Now, therefore, in consideration of the foregoing and the mutual promises set forth herein, the receipt and sufficiency of
which are hereby acknowledged the parties agree as follows:

1. Addendum Purpose.

This Addendum memorializes the agreement of the parties with respect to amendment of the payment terms
of the Solicitation.

2. Invoicing and Payment.

The Invoicing and Payment provision in the Contract will be replaced with the following provision.

Invoicing and Payment: Payment terms will be Net 45.

3. Early Payment Discount.

The Early Payment Discount provision will be added to the Contract as follows:

Additional terms shall be no less than 10 days increasing in 5 day increments up to 30 days. Supplier will provide a
discount of ___ percent for Net 10, a discount of _____ percent for Net 15, a discount of _____ percent
for Net 20, a discount of _____ percent for Net 25, and a discount of ___ percent for Net 30. The date from which
discount time is calculated shall be the date of a valid invoice. An invoice is considered valid if sent to the proper
recipient and goods or services have been received.

State of Oklahoma

By: _____
Name: _____
Title: _____
Date: _____

By: _____
Name: _____
Title: _____
Date: _____



Oklahoma Department of Public Safety Oklahoma Highway Safety Office

Request for Proposal#: 22-0592
Teen Education Program

1.0 Oklahoma Highway Safety Office (OHSO) Mission/Vision

- 1.1 To establish and maintain safe roadways for everyone.
- 1.2 To establish awareness, education and ensure strict enforcement of traffic safety laws by coordinating statewide behavioral highway safety programs utilizing federal funds from the National Highway Traffic Safety Administration (NHTSA) available to state and local entities.
- 1.3 These programs help the state and local entities enforce traffic laws, educate the public in traffic safety, and provide varied and effective means of reducing fatalities, injuries and economic losses from crashes.
- 1.4 The overarching goal of this specific Teen Education Program is to primarily focus on drivers 25 and under to incite positive behavioral changes related to these highway safety program areas in particular: *Distracted Driving, Speed, Impaired Driving and Occupant Protection*

2.0 Scope of Work

- 2.1 OHSO seeks to obtain the services of an experienced highway safety consultant that will provide proven comprehensive programming to instill highway safety presentations to targeted audiences including local schools/universities and community groups statewide.
- 2.2 The content of the presentations should incorporate all core issue areas as described in this Request for Proposal (RFP).
- 2.3 The contract period for this award shall be: Date of Award through 09.30.2022, with 4 one (1) year options to renew.
- 2.4 Each presentation shall commence for no longer than one (1) "school day", Monday-Friday between the hours of 8:00am and 8:00pm.
- 2.5 The presentations should be evidence-based, interactive and appropriately catered to Oklahoma laws and statistics.
- 2.6 The presentation must have a game show component and the length will be proposed by the selected consultant based on prior experience.
- 2.7 The selected consultant presentation schedule will be determined based on the number of requests received from the various organizations and will be responsible to schedule and coordinate the targeted date/time and venue with each of the selected schools.