Attachment A

AGENCY SOLICITATIONS
SOLICITATION NO. EV00000976

This solicitation is a contract document and is a request for proposal in connection with the contract awarded on behalf of the Office of Juvenile Affairs by the Office of Management and Enterprise Services as more particularly described below. Any defined term used herein but not defined herein shall have the meaning ascribed in the General Terms or other contract document.

I. PURPOSE

The Office of Management and Enterprise Services (OMES) Central Purchasing division is seeking responses on behalf of the Office of Juvenile Affairs from potential suppliers to provide a contract for the purchase of **community re-entry mentoring services for justice-involved youth ages 12-18 across the state of Oklahoma**. A contract resulting from this solicitation may be designated for use as a statewide contract. *See* 74 O.S. § 85.5(G)(3).

II. BACKGROUND

The primary location of services in a secure facility is at the Central Oklahoma Juvenile Center (COJC) at 700 S 9th, Tecumseh, OK 74873. The number of clients may be up to 64 at the COJC.

The location of services in the community during re-entry are statewide, through a group home setting or transitional living program. Group home and transitional living programs are currently located in the following cities in Oklahoma: Lawton, Mustang, Norman, Sallisaw, Tulsa, Weatherford, and Welch. The number of clients needing services in the community during re-entry varies.

The contract is awarded on behalf of the Office of Juvenile Affairs for **providing mentoring services for justice involved youth statewide in Oklahoma**.

1. Contract Term and Renewal Options

1.1 The initial contract term, which begins on the effective date of this contract, is one year, and there are four one-year options to renew the contract.

1.2 The budget for the contract year and any renewal years cannot exceed $150,000.

2. Solicitation Criterion

2.1 The bid will be evaluated using best-value criterion, based on the following:

- **2.1.1** Price – Exhibit 3 Pricing
- **2.1.2** Past performance – Exhibit 4 References
- **2.1.3** Mandatory requirements – Attachment A, Section 3.1
- **2.1.4** Ability to supply services – Exhibit 2 Technical Response
- **2.1.5** Company information – Exhibit 1 Executive Summary
- **2.1.6** Financial information – Bidder Instructions Section 7.10

3. Scope and Description

3.1 The bidder shall refer to Exhibit 6 Scope of Work when compiling the bid response. The bid response shall include Exhibit 2 Technical Response, and shall show the ability of the bidder to meet or exceed the following mandatory requirements:

- **3.1.1** Bidder must provide mentorship services at the Central Oklahoma Juvenile Center (COJC) in Tecumseh, OK, which is a secure facility;
- **3.1.2** Staff must be able to pass all required background checks;
- **3.1.3** Bidder must provide access to continued mentorship services as youth re-enter their communities; and,
- **3.1.4** Bidder must show their proposed service model or curriculum is evidence-based.

4. **Pricing**
   - **4.1** Pricing shall be proposed on Exhibit 3 as:
     - **4.1.1** A total firm, fixed price and include all information concerning fees, other costs and any other information relevant to the total price.
   - **4.2** **Value-added products and/or services** within scope of the acquisition may be included on a separate document.

5. **Executive summary and company information** shall be included on Exhibit 1.

6. **Technical response** shall be included on Exhibit 2.

7. **The response to pricing** shall be proposed using Exhibit 3.

8. **Financial Information** shall be included in the bid response.

9. **Business references** shall be completed in full on Exhibit 4.

10. **Third-party vendor information** shall be included on Exhibit 5 if applicable.

11. **The Scope of Work** is located on Exhibit 6.