

ATTACHMENT C
AGENCY TERMS
SOLICITATION NO. 3400001718

1. In accordance with 2 CFR Part 200 (Uniform Grant Guidance), the relationship between the OSDH and the Contractor for this contract is that of a Vendor.
2. The intent of the relationship between OSDH and the Vendor shall be a Product for Service Exchange: Vendor must be willing to exchange the service of the scanning and indexing of records for a similarly valued product of open images/indexes of Oklahoma Birth and Death records.

3. **DEFINITIONS**

APPX – ApplicationXtender Document Manager

EVVE - Electronic Verification of Vital Events

ROVER – Registering Oklahoma Vital Event Records

RFP – Request for Proposal

VR – Vital Records

VRScan – Vital Records Scan System / Electronic Workflow. OSDH system by which VR applications are received, stored and linked to receipts and issuance.

Acceptable Image – One where the electronic image is clear and a complete copy of the non-sealed original paper record, containing information found in the four corners of the original document, containing an allowable margin.

Current/Issuable Record – most current version of a registered record that is available for issuance to an eligible applicant. This record includes an image/abstract and a corresponding expanded index.

Sealed Record – original or earlier version of the current record which was removed from file and sealed due to a change in parentage based on adoption, paternity, etc. and which is issuable only with a court order. This record includes an image/abstract and a corresponding index. None of these records are currently scanned or indexed. These records will require both scanning and a limited index.

Index Expansion of Current/Issuable Records – indexes for many of these records are incomplete. Items collected on records changed over time and not all items needed today were included in the index. The index for each record will be enhanced to include all required items assuming they were collected at the time of registration.

Open Records – Issuable records of births that occurred more than 125 years ago;
Issuable records of deaths that occurred more than 50 years ago.

Full Index of issuable records – complete index as detailed in C.6. for searching issuable records and creating abstracts.

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

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

5. Use of OSDH Name or Logo:

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