**ATTACHMENT A**

This Solicitation is a Contract Document and is a request for proposal in connection with the Contract awarded 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.

**PURPOSE**

The Contract is awarded on behalf of the Secretary of State(SOS) for open meeting notices hosted system. The SOS conducted an internal review and determined the current open meeting application and website to be outdated and unable to address current expectations for encouraging and facilitating citizen understanding and involvement. SOS is planning to replace its outdated open meeting application and website with a web-based system (meetings.ok.gov) that handles the filing, publishing, searching, tracking, and archiving of open meeting notices.

**BACKGROUND**

Under the Oklahoma Open Meeting Act (25 O.S., §§ 301-314), a meeting is defined as, “...*the conduct of business of a public body by a majority of its members being personally together*” [25 O.S., § 304(2)]. Prior to conducting a meeting, state public bodies are required to provide public notice, specifying the time and location of each meeting.

By law, these public notices are filed with, and recorded by, the Secretary of State’s office. After recording each notice, the Secretary of State is required to provide public access to each notice, and, if requested, provide historical copies of meeting notices submitted by state public bodies.

To comply with the advance notice requirement, the Oklahoma Open Meeting Act provides the following meeting notice types for state public body use:

* Regularly scheduled meeting (new, amended, canceled);
* Special meeting (new, amended, canceled);
* Emergency meeting (new, amended, canceled); and
* Continued or reconvened meeting (new, amended, canceled).

**Regularly scheduled meetings** are to be filed with the Secretary of State by December 15th of each year, showing the date, time, and location of the regularly scheduled meetings for the following year.

If a change is made to the date, time, and/or location of a regularly scheduled meeting, state public bodies must provide notice to the Secretary of State at least ten (10) days prior to the change. When this change occurs, the notice is considered an amended regularly scheduled meeting.

If a regularly scheduled meeting is canceled, state public bodies provide notice of cancelation to the Secretary of State, and this notice is considered a canceled regularly scheduled meeting.

**Special meetings** require state public bodies to provide notice to the Secretary of State at least forty-eight (48) hours prior to the special meeting taking place. Special meetings may also be amended or canceled.

**Emergency meetings** are called for the purpose of dealing with an emergency related to “*...a situation involving injury to persons or injury and damage to public or personal property or immediate financial loss*” [25 O.S., § 304(5)]. Due to time restraints in an emergency, the Oklahoma Open Meeting Act does not require notice be provided within a certain timeline. Emergency meetings may also be amended or canceled.

**Continued or reconvened meetings** are held for the purpose of finishing the business of a previous meeting. State public bodies are only required to provide announcement at the original meeting but may also provide notice to the Secretary of State. Special meetings may also be amended or canceled.

**1.** **Contract Term and Renewal Options**

The initial Contract term, which begins on the effective date of the Contract, is one year and there are four(4) one-year options to renew the Contract.

**2.** **Contract Obligations**

Certain Contract requirements and terms are attached hereto as Exhibit 1 and incorporated herein.