

ATTACHMENT A
SOLICITATION NO. 8300001195

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 Oklahoma Department of Human Services (DHS), Child Support Services (CSS) for the purpose of securing a supplier for in-state service of process.

BACKGROUND

CSS provides child support services mandated under Title IV-D of the Social Security Act including establishment of paternity and child support orders, enforcement of child support and medical support obligations, and modification of child support orders. The provision of services applies to both national and international cases and is accomplished through the efforts of local and centralized office operations.

Referrals for service are currently being collected through electronic means and a supplier portal website. Service coverage encompasses the entire state of Oklahoma whether through supplier employees, contracted private process servers, associations with other process service companies, or the local sheriff's office.

Volume varies based in part upon some of the following factors: 1) any delay presented by closure or partial function of the Court system (such as that experienced during the pandemic "red" status; 2) projects emphasizing a specific type of CSS legal action; 3) budget variations; 4) other controlling factors not named. For illustrative purposes only, during the months of September-November of 2021, CSS referred an average of 674 in-state requests for service each month.

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 five (5) one-year options to renew the Contract.

2. Contract Specifications

Certain Contract requirements are attached hereto as **EXHIBIT 1** and incorporated herein.

3. Forms Required Post Award

Forms required under Contract Terms and Conditions are attached as follows:

- a) 05AD133E: Employee and Non-Employee Acknowledgment of Confidentiality
- b) 03AD001E: Agreement to Safeguard Federal Tax Information