**ATTACHMENT A**

**SOLICITATION NO. 8300001205**

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 Developmental Disabilities Services Division (DDS) for a supplier to provide online courses/content for training direct support personnel, service recipients with developmental disabilities, their family members, and advocates, as well as wait list members and their families and advocates through a web-enabled vendor hosted Learning Management System (LMS).

**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 [4] one-year options to renew the Contract.

**2.** **Background**

The Developmental Disabilities Services Division (DDS) oversees and provides required training for DDS staff and more than 100 contract provider agencies statewide. DDS rolled-out the learning management system on August 1, 2008. Prior to 2008, all required training was provided live using DDS Training Specialists and contract trainers. The provider agencies also taught some required courses (CPR, First Aid, Medication Administration) in-house. Use of web-based learning will reduce instructor costs, travel costs, materials costs and personnel costs typically associated with classroom-based learning.

**3.** **Requirements**

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