**ATTACHMENT A**

**SOLICITATION NO. 8000000100**

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 Career & Technology Education (ODCTE). The Contract is for a Supplier-hosted computerized maintenance management system for the purpose of tracking work experiences and opportunities to assist in the management of the Oklahoma CareerTech system’s work-based learning (WBL) experiences. ODCTE is the state agency tasked with providing leadership for the CareerTech system of 29 technology center districts as well as approximately 600 comprehensive K12 schools with CareerTech programs. The Oklahoma CTE system has approximately 113,000 unduplicated enrollments. Work-based learning is an integral learning tool used throughout the CareerTech System. ODCTE has a need to increase both the level of engagement and the quality of work-based learning.

**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 two one-year options to renew the Contract.

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

In addition to obligations in other Contract Documents, certain Supplier obligations are set forth below:

1. The CMMS solution provided by Supplier shall provide a connection point where students, schools, and businesses can go to identify, manage, promote, and collect data on their WBL opportunities as well as generate actionable data on all WBL activities.
2. Suppler shall provide Train the Trainer Services to include a minimum of five (5) train the trainer sessions (as needed/requested by ODCTE)
	* + 1. May be virtual as long as they are interactive with participants working/learning the software package in real-time during the training (no passive training where participants only observe navigation and features)
			2. Ability to contract for future in-person training as needs and funds are available.
3. All data collected in the process of using the CMMS must comply with all FERPA requirements. ODCTE and the schools ultimately own the data and outcomes from students, schools, businesses, and ODCTE’s use of the CMMS. Supplier shall grant unencumbered access to the data in downloadable Microsoft Excel spreadsheets.
4. Supplier shall provide administrator access to the data collected in the process of using the CMMS and for a period of no less than five (5) years after expiration of the Contract, at no additional cost to the State.