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STATE OF OKLAHOMA  
DEPARTMENT OF CENTRAL SERVICES

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RE: Professional Services Requisitioning Guide

The following has been prepared to assist agencies in the preparation of contracts for Professional Services exempt from the competitive bidding process.

The following is representative (not inclusive) of criteria/requirements of a contract document:

1. Parties to contract. Stated as one of the below:
  - a. When contracting with individual: Name of licensed contractor.
  - b. When contracting with a company for the services of an individual(s): Name of company, with included names of licensed employee(s) conducting contract work.
2. Contract Requirements/Scope
3. Compensation rate, ie: per hour rate, rates for various assignments, etc.
4. Method of payment
5. Performance measures
6. Contract administrator/agency contact.
7. Terms and Conditions, i.e.:
  - a. Contract Period
  - b. Renewal Clause (States option), if considering multiple years.
  - c. Termination Clause
  - d. Oral Agreements Clause
  - e. Audit/Retention of Records Clause
  - f. Insurance Clause (if applicable)
  - g. EEO Clause (if applicable)
  - h. Workers Comp. Clause (if applicable)
  - i. Default Clause
  - j. Inspection of Services
  - k. Any additional terms required by agency
8. Signature of both parties
9. Three to four contract originals (Vendor copy, Agency copy, DCS copy, when submitting to Central Purchasing, any additional originals required by agency).
10. Documentation required for agency file:
  - a. Original copy of contract agreement, containing the above requirements.
  - b. Professional Services Affidavit (can be found at DCS Website).
  - c. Contract Non-Collusion Affidavit (can be found at DCS Website).
  - d. Copy of license of individual(s) performing service, along with documentation relating to good standing in their respective profession.
  - e. Attorney General's approval, when contracting with an attorney.

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The following is to be submitted when forwarding to Central Purchasing for the Purchase Order process.

1. Original of contract agreement, containing the above requirements.
2. Requisition to Central Purchasing ("Solicitation" Package)
3. Contract Justification
4. Professional Services Affidavit
5. Contract Non-Collusion Affidavit
6. Attorney General's approval, when contracting with an attorney.

See Title 18 Section 803, for those professions exempt from competitive bidding.

See Title 74, Sections 85.4, & 85.41 contain requirements pertaining to professional services.

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