



1. Solicitation #: 3400001675

2. Solicitation Issue Date: 01/28/2020

3. Brief Description of Requirement:

The Oklahoma State Department of Health, Center for Chronic Disease Prevention and Health Promotion, is requesting a proposal for a contract to provide high quality pathology and cytology laboratory services primarily in Oklahoma City and Tulsa.

Any questions must be submitted in writing via e-mail to: BarbaraAT@health.ok.gov no later than 1:00 p.m. 2/05/2020. Q & A will be posted following this deadline as an amendment to be copies and attached to the bid response.

4. Response Due Date¹: 02/18/2020

Time: 3:00 CST/CDT

5. Issued By and RETURN SEALED BID TO²:

U.S. Postal Delivery Address: Oklahoma State
Department of Health

Procurement / B. Traylor

Common Carrier Delivery Address: 1000 NE 10th

Oklahoma City, OK 73117

Electronic Submission Address: N/A

6. Solicitation Type (type "X" at one below):

- Invitation to Bid
- Request for Proposal
- Request for Quote

7. Contracting Officer:

Name: Barbara Traylor
Phone: 405/271-4043
Email: BarbaraAT@health.ok.gov

¹ Amendments to solicitation may change the Response Due Date (read GENERAL PROVISIONS, section 3, "Solicitation Amendments").

² If "U.S. Postal Delivery" differs from "Carrier Delivery", use "Carrier Delivery" for courier or personal deliveries.



Responding Bidder Information

"Certification for Competitive Bid and Contract" **MUST** be submitted along with the response to the Solicitation.

1. RE: Solicitation # 3400001675

2. Bidder General Information:

FEI / SSN : _____ Supplier ID: _____

Company Name: _____

3. Bidder Contact Information:

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____

Contact Title: _____

Phone #: _____ Fax #: _____

Email: _____ Website: _____

4. Oklahoma Sales Tax Permit³:

YES – Permit #: _____

NO – Exempt pursuant to Oklahoma Laws or Rules – Attach an explanation of exemption

5. Registration with the Oklahoma Secretary of State:

YES - Filing Number: _____

NO - Prior to the contract award, the successful bidder will be required to register with the Secretary of State or must attach a signed statement that provides specific details supporting the exemption the supplier is claiming (www.sos.ok.gov or 405-521-3911).

6. Workers' Compensation Insurance Coverage:

Bidder is required to provide with the bid a certificate of insurance showing proof of compliance with the Oklahoma Workers' Compensation Act.

YES – Include with the bid a certificate of insurance.

NO – Exempt from the Workers' Compensation Act pursuant to 85A O.S. § 2(18)(b)(1-11) – Attach a written, signed, and dated statement on letterhead stating the reason for the exempt status.⁴

³ For frequently asked questions concerning Oklahoma Sales Tax Permit, see <https://www.ok.gov/tax/Businesses/index.html>

⁴ For frequently asked questions concerning workers' compensation insurance, see <https://www.ok.gov/wcc/Insurance/index.html>

7. Disabled Veteran Business Enterprise Act

- YES – I am a service-disabled veteran business as defined in 74 O.S. §85.44E. Include with the bid response 1) certification of service-disabled veteran status as verified by the appropriate federal agency, and 2) verification of not less than 51% ownership by one or more service-disabled veterans, and 3) verification of the control of the management and daily business operations by one or more service-disabled veterans.
- NO – Do not meet the criteria as a service-disabled veteran business.

_____	_____
Authorized Signature	Date
_____	_____
Printed Name	Title



Certification for Competitive Bid and/or Contract (Non-Collusion Certification)

NOTE: A certification shall be included with any competitive bid and/or contract exceeding \$5,000.00 submitted to the State for goods or services.

Agency Name: Oklahoma State Department of Health Agency Number: 340

Solicitation or Purchase Order #: 3400001675

Supplier Legal Name: _____

SECTION I [74 O.S. § 85.22]:

A. For purposes of competitive bid,

1. I am the duly authorized agent of the above named bidder submitting the competitive bid herewith, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to said bid;
2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and
3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party:
 - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
 - b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract, nor
 - d. to any collusion with any state agency or political subdivision official or employee as to create a sole-source acquisition in contradiction to Section 85.45j.1. of this title.

B. I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this contract herein.

SECTION II [74 O.S. § 85.42]:

For the purpose of a contract for services, the supplier also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the supplier to fulfill any of the services provided for under said contract.

The undersigned, duly authorized agent for the above named supplier, by signing below acknowledges this certification statement is executed for the purposes of:

- the competitive bid attached herewith and contract, if awarded to said supplier;
- OR**
- the contract attached herewith, which was not competitively bid and awarded by the agency pursuant to applicable Oklahoma statutes.

Supplier Authorized Signature

Printed Name

Phone Number

Fax Number

Certified This Date

Title

Email

A. GENERAL PROVISIONS

A.1. Definitions

As used herein, the following terms shall have the following meaning unless the context clearly indicates otherwise:

- A.1.1. "Acquisition" means items, products, materials, supplies, services, and equipment an entity acquires by purchase, lease purchase, lease with option to purchase, or rental;
- A.1.2. "Addendum" means a written restatement of or modification to a Contract Document executed by the Supplier and State.
- A.1.3. "Bid" means an offer in the form of a bid, proposal, or quote a bidder submits in response to a solicitation;
- A.1.4. "Bidder" means an individual or business entity that submits a bid in response to a solicitation;
- A.1.5. "Solicitation" means a request or invitation by the State Purchasing Director or a state agency for a supplier to submit a priced offer to sell acquisitions to the state. A solicitation may be an invitation to bid, request for proposal, or a request for quotation; and
- A.1.6. "Supplier" or "vendor" means an individual or business entity that sells or desires to sell acquisitions to state agencies.

A.2. Bid Submission

- A.2.1. Submitted bids shall be in strict conformity with the instructions to bidders and shall be submitted with a completed Responding Bidder Information, OMES-FORM-CP-076, and any other forms required by the solicitation.
- A.2.2. Bids shall be submitted to the procuring agency in a single envelope, package, or container and shall be sealed, unless otherwise detailed in the solicitation. The name and address of the bidder shall be inserted in the upper left corner of the single envelope, package, or container. SOLICITATION NUMBER AND SOLICITATION RESPONSE DUE DATE AND TIME MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.
- A.2.3. The required certification statement, "Certification for Competitive Bid and/or Contract (Non-Collusion Certification)", OMES-FORM-CP-004, must be made out in the name of the bidder and must be properly executed by an authorized person, with full knowledge and acceptance of all its provisions.
- A.2.4. All bids shall be legible and completed in ink or with electronic printer or other similar office equipment. Any corrections to bids shall be identified and initialed in ink by the bidder. Penciled bids and penciled corrections shall NOT be accepted and will be rejected as non-responsive. In addition to a hard copy submittal, the bidder will also be required to submit an electronic copy. Electronic responses must be submitted in the identical format contained in the solicitation (for example Microsoft Word, Microsoft Excel, but not Adobe PDF). In the event the hard copy of the price worksheets and electronic copy of the price worksheets do not agree, the electronic copy will prevail.
- A.2.5. All bids submitted shall be subject to the Oklahoma Central Purchasing Act, Central Purchasing Rules, and other statutory regulations as applicable, these General Provisions, any Special Provisions, solicitation specifications, required certification statement, and all other terms and conditions listed or attached herein—all of which are made part of this solicitation.

A.3. Solicitation Amendments

- A.3.1. If an "Amendment of Solicitation", OMES-FORM-CP-011, is issued, the bidder shall acknowledge receipt of any/all amendment(s) to solicitations by signing and returning the solicitation amendment(s). Amendment acknowledgement(s) may be submitted with the bid or may be forwarded separately. If forwarded separately, amendment acknowledgement(s) must contain the solicitation number and response due date and time on the front of the envelope. The procuring agency must receive the amendment acknowledgement(s) by the response due date and time specified for receipt of bids for the bid to be deemed responsive. Failure to acknowledge solicitation amendments may be grounds for rejection.
- A.3.2. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the solicitation. All amendments to the solicitation shall be made in writing by the procuring agency.
- A.3.3. It is the bidder's responsibility to check frequently for any possible amendments that may be issued. The procuring agency is not responsible for a bidder's failure to download any amendment documents required to complete a solicitation.

A.4. Bid Change

If the bidder needs to change a bid prior to the solicitation response due date, a new bid shall be submitted to the procuring agency with the following statement "This bid supersedes the bid previously submitted" in a single envelope, package, or container and shall be sealed, unless otherwise detailed in the solicitation. The name and address of the bidder shall be inserted in the upper left corner of the single envelope, package, or container. SOLICITATION NUMBER AND SOLICITATION RESPONSE DUE DATE AND TIME MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.

A.5. Certification Regarding Debarment, Suspension, and Other Responsibility Matters

By submitting a response to this solicitation:

A.5.1. The prospective primary participant and any subcontractor certifies to the best of their knowledge and belief, that they and their principals or participants:

A.5.1.1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal, State or local department or agency;

A.5.1.2. Have not within a three-year period preceding this proposal been convicted of or pled guilty or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) contract; or for violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

A.5.1.3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph A.5.1.2. of this certification; and

A.5.1.4. Have not within a three-year period preceding this application/proposal had one or more public (Federal, State, or local) contracts terminated for cause or default.

A.5.2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to its solicitation response.

A.6. Bid Opening

Sealed bids shall be opened by the Oklahoma State Department of Health located at 1000 NE 10th Street,
Oklahoma City, OK 73117 at the time and date specified in the solicitation as the Response Due Date and Time.

A.7. Open Bid / Open Record

Pursuant to the Oklahoma Public Open Records Act, a public bid opening does not make the bid(s) immediately accessible to the public. The procurement or contracting agency shall keep the bid(s) confidential, and provide prompt and reasonable access to the records only after a contract is awarded or the solicitation is cancelled. This practice protects the integrity of the competitive bid process and prevents excessive disruption to the procurement process. The interest of achieving the best value for the State of Oklahoma outweighs the interest of vendors immediately knowing the contents of competitor's bids. [51 O.S. § 24A.5(5)]

Additionally, financial or proprietary information submitted by a bidder may be designated by the Purchasing Director as confidential and the procurement entity may reject all requests to disclose information designated as confidential pursuant to 62 O.S. (2012) § 34.11.1(H)(2) and 74 O.S. (2011) § 85.10. Bidders claiming any portion of their bid as proprietary or confidential must specifically identify what documents or portions of documents they consider confidential and identify applicable law supporting their claim of confidentiality. The State Purchasing Director shall make the final decision as to whether the documentation or information is confidential pursuant to 74 O.S. § 85.10. Otherwise, documents and information a bidder submits as part of or in connection with a bid are public records and subject to disclosure after contract award or the solicitation is cancelled.

A.8. Late Bids

Bids received by the procuring agency after the response due date and time shall be deemed non-responsive and shall NOT be considered for any resultant award.

A.9. Legal Contract

A.9.1. Submitted bids are rendered as a legal offer and any bid, when accepted by the procuring agency, shall constitute a contract.

A.9.2. The Contract resulting from this solicitation may consist of the following documents in the following order of precedence:

A.9.2.1. Any Addendum to the Contract;

A.9.2.2. Purchase order, as amended by Change Order (if applicable);

A.9.2.3. Solicitation, as amended (if applicable); and

A.9.2.4. Successful bid (including required certifications), to the extent the bid does not conflict with the requirements of the solicitation or applicable law.

A.9.3. Any contract(s) awarded pursuant to the solicitation shall be legibly written or typed.

A.10. Pricing

A.10.1. Bids shall remain firm for a minimum of sixty (60) days from the solicitation closing date.

A.10.2. Bidders guarantee unit prices to be correct.

A.10.3. In accordance with 74 O.S. §85.40, ALL travel expenses to be incurred by the supplier in performance of the Contract shall be included in the total bid price/contract amount.

A.11. Manufacturers' Name and Approved Equivalents

Unless otherwise specified in the solicitation, manufacturers' names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. Bidder may offer any brand for which they are an authorized representative, and which meets or exceeds the specification for any item(s). However, if bids are based on equivalent products, indicate on the bid form the manufacturer's name and number. Bidder shall submit sketches, descriptive literature, and/or complete specifications with their bid. Reference to literature submitted with a previous bid will not satisfy this provision. The bidder shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. Bids that do not comply with these requirements are subject to rejection.

A.12. Clarification of Solicitation

A.12.1. Clarification pertaining to the contents of this solicitation shall be directed in writing to the Contracting Officer specified in the solicitation, and must be prior to the closing date of the solicitation.

A.12.2. If a bidder fails to notify the State of an error, ambiguity, conflict, discrepancy, omission or other error in the SOLICITATION, known to the bidder, or that reasonably should have been known by the bidder, the bidder shall submit a bid at its own risk; and if awarded the contract, the bidder shall not be entitled to additional compensation, relief, or time, by reason of the error or its later correction. If a bidder takes exception to any requirement or specification contained in the SOLICITATION, these exceptions must be clearly and prominently stated in their response.

A.12.3. Bidders who believe proposal requirements or specifications are unnecessarily restrictive or limit competition may submit a written request for administrative review to the contracting officer listed on the solicitation. This request must be made prior to the closing date of the solicitation.

A.13. Negotiations

A.13.1. In accordance with Title 74 §85.5, the State of Oklahoma reserves the right to negotiate with one, selected, all or none of the vendors responding to this solicitation to obtain the best value for the State. Negotiations could entail discussions on products, services, pricing, contract terminology or any other issue that may mitigate the State's risks. The State shall consider all issues negotiable and not artificially constrained by internal corporate policies. Negotiation may be with one or more vendors, for any and all items in the vendor's offer.

A.13.2. Firms that contend that they lack flexibility because of their corporate policy on a particular negotiation item shall face a significant disadvantage and may not be considered. If such negotiations are conducted, the following conditions shall apply:

A.13.3. Negotiations may be conducted in person, in writing, or by telephone.

A.13.4. Negotiations shall only be conducted with potentially acceptable offers. The State reserves the right to limit negotiations to those offers that received the highest rankings during the initial evaluation phase.

A.13.5. Terms, conditions, prices, methodology, or other features of the bidders offer may be subject to negotiations and subsequent revision. As part of the negotiations, the bidder may be required to submit supporting financial, pricing, and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the offer.

- A.13.6. The requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the State determines that a change in such requirements is in the best interest of the State Of Oklahoma.

A.14. Rejection of Bid

The State reserves the right to reject any bids that do not comply with the requirements and specifications of the solicitation. A bid may be rejected when the bidder imposes terms or conditions that would modify requirements of the solicitation or limit the bidder's liability to the State. Other possible reasons for rejection of bids are listed in OAC 260:115-7-32.

A.15. Award of Contract

- A.15.1. The State Purchasing Director may award the Contract to more than one bidder by awarding the Contract(s) by item or groups of items, or may award the Contract on an ALL OR NONE basis, whichever is deemed by the State Purchasing Director to be in the best interest of the State of Oklahoma.
- A.15.2. Contract awards will be made to the lowest and best bidder(s) unless the solicitation specifies that best value criteria is being used.
- A.15.3. In order to receive an award or payments from the State of Oklahoma, suppliers must be registered. The vendor registration process can be completed electronically through the OMES website at the following link: <https://www.ok.gov/dcs/vendors/index.php>.

A.16. Contract Modification

- A.16.1. The Contract is issued under the authority of the State Purchasing Director who signs the Contract. The Contract may be modified only through a written Addendum, signed by the State Purchasing Director and the supplier .
- A.16.2. Any change to the Contract, including but not limited to the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by a person who is not specifically authorized by the procuring agency in writing, or made unilaterally by the supplier, is a breach of the Contract. Unless otherwise specified by applicable law or rules, such changes, including unauthorized written Addendums, shall be void and without effect, and the supplier shall not be entitled to any claim under this Contract based on those changes. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the resultant Contract.

A.17. Delivery, Inspection and Acceptance

- A.17.1. Unless otherwise specified in the solicitation or awarding documents, all deliveries shall be F.O.B. Destination. The supplier(s) awarded the Contract shall prepay all packaging, handling, shipping and delivery charges and firm prices quoted in the bid shall include all such charges. All products and/or services to be delivered pursuant to the Contract shall be subject to final inspection and acceptance by the State at destination. "Destination" shall mean delivered to the receiving dock or other point specified in the purchase order. The State assumes no responsibility for goods until accepted by the State at the receiving point in good condition. Title and risk of loss or damage to all items shall be the responsibility of the supplier until accepted by the receiving agency. The supplier(s) awarded the Contract shall be responsible for filing, processing, and collecting any and all damage claims accruing prior to acceptance.
- A.17.2. Supplier(s) awarded the Contract shall be required to deliver products and services as bid on or before the required date. Deviations, substitutions or changes in products and services shall not be made unless expressly authorized in writing by the procuring agency.

A.18. Invoicing and Payment

- A.18.1. Upon submission of an accurate and proper invoice, the invoice shall be paid in arrears after products have been delivered or services provided and in accordance with applicable law. Invoices shall contain the purchase order number, a description of the products delivered or services provided, and the dates of such delivery or provision of services. An invoice is considered proper if sent to the proper recipient and goods or services have been received.
- A.18.2. State Acquisitions are exempt from sales taxes and federal excise taxes.
- A.18.3. Pursuant to 74 O.S. §85.44(B), invoices will be paid in arrears after products have been delivered or services provided.
- A.18.4. Payment terms will be net 45. Interest on late payments made by the State of Oklahoma is governed by 62 O.S. § 34.72.

A.18.5. Additional terms which provide discounts for earlier payment may be evaluated when making an award. Any such additional terms shall be no less than ten (10) days increasing in five (5) day increments up to thirty (30) days. The date from which the discount time is calculated shall be the date of a proper invoice.

A.19. Tax Exemption

State agency acquisitions are exempt from sales taxes and federal excise taxes. Bidders shall not include these taxes in price quotes.

A.20. Audit and Records Clause

A.20.1. As used in this clause, "records" includes books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form. In accepting any Contract with the State, the successful bidder(s) agree any pertinent State or Federal agency will have the right to examine and audit all records relevant to execution and performance of the resultant Contract.

A.20.2. The successful supplier(s) awarded the Contract(s) is required to retain records relative to the Contract for the duration of the Contract and for a period of seven (7) years following completion and/or termination of the Contract. If an audit, litigation, or other action involving such records is started before the end of the seven (7) year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved, or until the end of the seven (7) year retention period, whichever is later.

A.21. Non-Appropriation Clause

The terms of any Contract resulting from the solicitation and any Purchase Order issued for multiple years under the Contract are contingent upon sufficient appropriations being made by the Legislature or other appropriate government entity. Notwithstanding any language to the contrary in the solicitation, purchase order, or any other Contract document, the procuring agency may terminate its obligations under the Contract if sufficient appropriations are not made by the Legislature or other appropriate governing entity to pay amounts due for multiple year agreements. The Requesting (procuring) Agency's decisions as to whether sufficient appropriations are available shall be accepted by the supplier and shall be final and binding.

A.22. Choice of Law

Any claims, disputes, or litigation relating to the solicitation, or the execution, interpretation, performance, or enforcement of the Contract shall be governed by the laws of the State of Oklahoma.

A.23. Choice of Venue

Venue for any action, claim, dispute or litigation relating in any way to the Contract shall be in Oklahoma County, Oklahoma.

A.24. Termination for Cause

A.24.1. The supplier may terminate the Contract for default or other just cause with a 30-day written request and upon written approval from the procuring agency. The State may terminate the Contract for default or any other just cause upon a 30-day written notification to the supplier.

A.24.2. The State may terminate the Contract immediately, without a 30-day written notice to the supplier, when violations are found to be an impediment to the function of an agency and detrimental to its cause, when conditions preclude the 30-day notice, or when the State Purchasing Director determines that an administrative error occurred prior to Contract performance.

A.24.3. If the Contract is terminated, the State shall be liable only for payment for products and/or services delivered and accepted.

A.25. Termination for Convenience

A.25.1. The State may terminate the Contract, in whole or in part, for convenience if the State Purchasing Director determines that termination is in the State's best interest. The State Purchasing Director shall terminate the contract by delivering to the supplier a Notice of Termination for Convenience specifying the terms and effective date of Contract termination. The Contract termination date shall be a minimum of 60 days from the date the Notice of Termination for Convenience is issued by the State Purchasing Director.

A.25.2. If the Contract is terminated, the State shall be liable only for products and/or services delivered and accepted, and for costs and expenses (exclusive of profit) reasonably incurred prior to the date upon which the Notice of Termination for Convenience was received by the supplier.

A.26. Insurance

The successful supplier(s) awarded the Contract shall obtain and retain insurance, including workers' compensation, automobile insurance, medical malpractice, and general liability, as applicable, or as required by State or Federal law, prior to commencement of any work in connection with the Contract. The supplier awarded the Contract shall timely renew the policies to be carried pursuant to this section throughout the term of the Contract and shall provide the procuring agency with evidence of such insurance and renewals.

A.27. Employment Relationship

The Contract does not create an employment relationship. Individuals performing services required by this Contract are not employees of the State of Oklahoma or the procuring agency. The supplier's employees shall not be considered employees of the State of Oklahoma nor of the procuring agency for any purpose, and accordingly shall not be eligible for rights or benefits accruing to state employees.

A.28. Compliance with the Oklahoma Taxpayer and Citizen Protection Act of 2007

By submitting a bid for services, the bidder certifies that they, and any proposed subcontractors, are in compliance with 25 O.S. §1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security and available at www.dhs.gov/E-Verify.

A.29. Compliance with Applicable Laws

The products and services supplied under the Contract shall comply with all applicable Federal, State, and local laws, and the supplier shall maintain all applicable licenses and permit requirements.

A.30. Special Provisions

Special Provisions set forth in SECTION B apply with the same force and effect as these General Provisions. However, conflicts or inconsistencies shall be resolved in favor of the Special Provisions.

TABLE OF CONTENTS

A	GENERAL PROVISIONS	4
B.	SPECIAL PROVISIONS.....	9
C.	SOLICITATION SPECIFICATIONS	18
D.	EVALUATION.....	<u>23</u>
E.	INSTRUCTIONS TO SUPPLIER	<u>23</u>
F.	CHECKLIST.....	26
G.	OTHER.....	26
H.	PRICE AND COST.....	27

B. SPECIAL PROVISIONS

All terms and conditions herein become the contract between the OSDH and the Contractor. The Contractor agrees to comply with all of these terms and conditions. Contractor understands and agrees that when any term and/or condition contained within this contract is, or becomes, applicable to the Contractor's officers and/or employees, Contractor agrees to ensure that its officers and employees (collectively, "organization") abide by the terms and/or condition applicable to organization.

B.1. CONTRACTOR RELATIONSHIP:

In accordance with 2 CFR Part 200 (Uniform Grant Guidance), the relationship between the OSDH and the Contractor for this contract is that of a vendor

B.2. ACCESS TO RECORDS REQUIREMENTS:

The Contractor agrees to comply with all record retention requirements of 2 CFR § 200.333 - §200.337. The Contractor agrees to maintain required records and supporting documentation, for validation of costs billed to the OSDH, for seven (7) years from the ending date of the contract. The Contractor also agrees to allow the State Auditor's Office, GAO, the Oklahoma Department of Management and Enterprise Services, the OSDH, or their authorized representatives access to the records, books, documents, accounting procedures, practices or any items of the service provider relevant to this contract for purpose of audit and examination. The Contractor further agrees to assure appropriate access by the aforementioned parties to any subcontractor's associated records.

If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the seven-year period, the records must be retained until completion of the action and resolution of all issues which arise from it; or, until the end of the regular seven-year period, whichever is later.

B.3. ADVANCE PAYMENTS PROHIBITED:

No payments in advance of or in anticipation of goods or services to be provided under this contract shall be made by the OSDH.

B.4. AMENDMENTS, UNAVAILABILITY OR REDIRECTION OF FUNDING AND CANCELLATION:

In the event state or federal funds used to support this contract become unavailable, either in full or in part, due to reductions in appropriations, the OSDH may terminate or reduce the contract upon notice in writing to the Contractor by certified mail or email. The OSDH may also, based on its determination of agency need, increase or reduce contract amounts and send notification of such changes to the Contractor upon making such changes. The OSDH shall be the final authority as to the availability or redirection of funds. The effective date of such contract termination, increase or reduction shall be specified in the notice. All other modifications or amendments to this contract shall be in writing, dated and executed by both the Contractor and the OSDH. In the event of a reduction, the Contractor may cancel this contract as of the effective date of the proposed reduction upon advance written notice to the OSDH. With exception of the above, this contract shall be in force until the expiration date, or until 30 days after written notice has been given by either party of its desire to cancel without cause. Notification of cancellation shall be by Certified Mail to the business address of record or by

email to the specified Contact Person. In the event this contract is canceled by either party, the OSDH shall be responsible for reimbursement for goods or services received or provided prior to cancellation date. In the event this contract is cancelled under this section, Contractor agrees to take all reasonable steps to minimize termination costs and to comply with the requirements in 2 CFR §200.343 and 200.344. . The OSDH agrees to reimburse Contractor for all work performed prior to the date of notice of termination of this contract for expenditures and non-cancelable commitments incurred in anticipation of performing under this contract. The OSDH shall not be responsible for reimbursement of unreasonable or unnecessary expenditures incurred after receipt of the cancellation notice.

B.5. APPLICABLE LAW:

This contract shall be governed in all respects by the laws of the State of Oklahoma. Jurisdiction and venue for any dispute concerning this contract shall be Oklahoma County, Oklahoma.

B.6. ASSIGNMENT AND DELEGATION:

The services to be performed under this contract shall not be assigned or transferred, in whole or in part, to any other person or entity without the prior written approval of the OSDH. If the Contractor cannot perform the services as identified in this contract, the Contractor will be responsible for subcontracting the services or making alternative arrangements for the provision of the services. The terms of this contract shall be included in any OSDH approved subcontract. The Contractor will be liable for all additional costs and expenses arising from such subcontract or substitution to cover performance. Approval by the OSDH of a subcontract shall not relieve the Contractor of any responsibility for performance under this contract.

B.7. CERIFICATION REGARDING DEBARMENT SUSPENSION, PROPOSED FOR DEBARMENT OR DECLARED INELIBIBLE FOR AWARD OF CONTRACTS BY ANY FEDERAL OR STATE AGENCY:

By signing the contract, the Contractor attests and assures that no employee or any of it principals performing hereunder:

- B.7.1.** are presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
- B.7.2.** have, within a three year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or, commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
- B.7.3.** have, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal, State or local entity; nor,
- B.7.4.** are presently indicted for, or otherwise criminally indicted, or charged by a governmental entity with any of the offenses enumerated above in this section.

B.8. CONTRACT MONITORING PLAN:

As a vendor with the OSDH, your contract will be monitored to ensure compliance with the Terms and Conditions outlined in this contract. Typical monitoring activities may include Contractor site visits, review of contractually required deliverables, invoice review, and verification of licensure and/or insurance required and other monitoring activities.

All communications related to this contract will be between the Contractor's Contact Person and the OSDH Contract Monitor. The OSDH Contract Monitor for this contract is:

Tia Yancey/Natalie VanBuskirk
Center for Chronic Disease Prevention and
Health Promotion
1000 NE 10th
Oklahoma City, OK 73117-1299
(405)271-3619
TiaY@health.ok.gov
NatalieH@health.ok.gov

B.9. CONTRACTOR'S RELATION TO THE OSDH:

The Contractor is in all respects an independent Contractor and is neither an agent nor an employee of the OSDH. Neither the Contractor nor any of its officers, employee, agents, or members shall have authority to bind the OSDH nor are they entitled to any of the benefits or worker's compensation provided by the OSDH to its employees. In the event the independent contractor relationship ends in any way, this contract shall automatically terminate without notice. The Contractor shall notify the OSDH Contract Monitor of the change in relationship.

B.10. ENTIRE AGREEMENT:

This contract, including referenced attachments, taken together as a whole constitute the entire agreement between the OSDH and the Contractor. No other statement, promise, condition, understanding, inducement or representation, oral or written, expressed or implied shall be binding or valid.

B.11. EQUIPMENT AND OTHER PURCHASES:

It is understood that no items of equipment, property or other capital purchases shall be reimbursed under the provisions of this contract. Equipment is defined as an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the Contractor for financial statement purposes, or \$5000.

B.12. EVENT OF DEFAULT:

The OSDH may withhold payment or terminate the contract in whole or in part in the event (i) it has provided Contractor with written notice of material breach, and (ii) Contractor fails to cure such material breach within thirty (30) days of receipt of written notice. If the contract or certain obligations under the contract are terminated, the OSDH shall be liable only for payment for products or services delivered and accepted prior to the date of such termination. Such termination shall not be an exclusive remedy but shall be in addition to any other rights and remedies provided for by law. In no event shall the OSDH be liable to the Contractor, for

compensation for any products or services provided by Contractor neither requested nor accepted by the OSDH. Any partial termination of the contract shall not be construed as a waiver of, and shall not affect, the rights and obligations of the Contractor or the OSDH regarding portions of the contract that remain in effect.

B.13. Maintenance of Insurance, Payment of Taxes, and Workers' Compensation:

A. As a condition of this contract, Contractor shall procure at its own expense, and provide proof of, insurance coverage with the applicable liability limits set forth below. Such proof of coverage shall be provided to the OSDH Procurement if services will be provided by any of Contractor's employees, agents or subcontractors at any State premises and/or employer vehicles will be used in connection with performance of work for the OSDH. Contractor may not commence performance hereunder until such proof has been provided. Additionally, Contractor shall promptly provide proof to the OSDH Procurement of any renewals, additions, or changes to such insurance coverage. Contractor's obligation to maintain insurance coverage under the contract is a continuing obligation through the term of the contract and each purchase order issued to Contractor in connection with the contract. The minimum acceptable insurance limits of liability are as follows:

- i. Workers' Compensation and Employer's Liability Insurance in accordance with and to the extent required by applicable law;
- ii. Commercial General Liability Insurance covering the risks of personal injury, bodily injury (including death) and property damage, including coverage for contractual liability, with a limit of liability of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate;
- iii. Automobile Liability Insurance with limits of liability of not less than \$1,000,000 per occurrence and in the aggregate, with coverage, if applicable, for all owned vehicles, all non-owned vehicles, and all hired vehicles;
- iv. Professional Errors and Omissions Insurance which shall include Consultant's Computer Errors and Omissions Coverage, if information technology services are provided under the Contract, with limits not less than \$1,000,000 per claim and in the aggregate;
- v. Medical Malpractice insurance, if applicable;
- vi. Comply with applicable Federal and State occupational disease statutes. If occupational diseases are not covered under those statutes, they shall be covered under the employer's section of the insurance policy; and
- vii. Additional coverage required by State in writing in connection with a particular purchase or service.

B. Contractor shall be entirely responsible during the existence of the contract for the liability and payment of taxes payable by or assessed to Contractor or its employees, agents and subcontractors of whatever kind, in connection with the contract. Contractor further agrees to comply with all state and federal laws applicable to any such persons, including laws regarding wages, taxes, insurance, and Workers' Compensation. The OSDH shall not be liable to the Contractor, its employees, agents, or others for the payment of taxes or the provision of unemployment insurance and/or Workers' Compensation or any benefit available to a State employee.

C. Contractor agrees to indemnify and hold harmless the OSDH and its employees, agents,

representatives, contractors, and/or assignees from any and all liability, actions, claims, demands, or suits, and all related costs and expenses and attorneys' fees relating to tax liability, unemployment insurance and/or assignees from any and all liability, actions, claims, demands, or suits, and all related costs and expenses and attorneys' fees relating to tax liability, unemployment insurance and/or Workers' Compensation in connection with its performance under the Contract.

B.14. FAILURE TO COMPLY STATEMENT:

The Contractor shall be subject to all applicable state and federal laws, rules and regulations, and all amendments thereto. The Contractor agrees that should it be in noncompliance, the OSDH may impose additional conditions as provided in 2 CFR §200.207; or, as provided in 2 CFR § 200.338, temporarily hold cash payments pending correction of the deficiency, disallow all or part of the cost of the activity or action not in compliance, suspend or terminate the contract in part or in whole, withhold further awards for the project or program, or take other remedies legally available. Compliance with the requirements shall be the responsibility of the Contractor, without reliance on or direction by the OSDH.

B.15. FORCE MAJEURE:

- A. Either party shall be temporarily excused from performance to the extent delayed as a result of unforeseen causes beyond its reasonable control including fire or other similar casualty, act of God, strike or labor dispute, war or other violence, or any law, order or requirement of any governmental agency or authority provided the party experiencing the force majeure event has prudently and promptly acted to take any and all steps within the party's control to ensure continued performance and to shorten duration of the event. If a party's performance of its obligations is materially hindered as a result of a force majeure event, such party shall promptly notify the other party of its best reasonable assessment of the nature and duration of the force majeure event and steps it is taking, and plans to take, to mitigate the effects of the force majeure event. The party shall use commercially reasonable best efforts to continue performance to the extent possible during such event and resume full performance as soon as reasonably practicable. Subject to the conditions set forth above, such non-performance shall not be deemed a default. However, the OSDH may terminate a purchase order if Contractor cannot cause delivery of products or services in a timely manner to meet the business needs of the OSDH.
- B. Notwithstanding the foregoing or any other provision in the contract, (1) in no event will any of the following be considered a force majeure event: (a) shutdowns, disruptions or malfunctions in Contractor's systems or any of Contractor's telecommunication or internet services other than as a result of general and widespread internet or telecommunications failures that are not limited to Contractor's systems; or (b) the delay or failure of Contractor or subcontractor personnel to perform any obligation of Contractor hereunder unless such delay or failure to perform is itself by reason of a force majeure event; and (2) no force majeure event modifies or excuses Contractor's confidentiality, indemnification or data security and breach notifications set forth herein.

B.16. INVOICING:

A properly completed invoice must be submitted within 30 days of the end of the month in which services were delivered and include the following items:

- B.16.1.** name, address and FEI number of the Contractor;
- B.16.2.** invoice date;
- B.16.3.** period covered by invoice;
- B.16.4.** purchase order number;
- B.16.5.** any other data, reports, information or documentation required by other conditions of the contract;
- B.16.6.** detail of the services provided and be in accordance with the terms and conditions of this agreement.

For invoices involving payment for the Contractor's time, the invoice must be signed and contain the following statement: By my signature I attest that this invoice is an accurate and true representation

The invoice shall be submitted to:

OKLAHOMA STATE DEPARTMENT OF HEALTH
Center for Chronic Disease Prevention and Health Promotion
Attn: Natalie VanBuskirk or Tia Yancey
1000 NE 10th Street
Oklahoma City, Oklahoma 73117-1299
405/271-3619
NatalieH@health.ok.gov or TiaY@health.ok.gov

The State of Oklahoma has 45 days from presentation of a proper invoice to issue payment to the Contractor.

The OSDH may withhold or delay payment to any Contractor failing to provide required programmatic documentation and/or requested financial documentation.

The OSDH reserves the right not to process invoices submitted by the Contractor to OSDH more than 30 days after the month in which services were delivered. This OSDH will not pay invoices received more than ninety (90) days after the end of the applicable contract period.

The Contractor assures that all costs billed will be supported by documentation that will include, but not be limited to, copies of paid invoices, payroll records and time reports as required by the costs principles applicable to their organization (See "Contractor Relationship" section of this contract). The Contractor further assures that all billings will be based on actual costs incurred and paid.

If the Contractor is unable to support any part of their claim to the OSDH and it is determined that such inability is attributed to misrepresentation of fact or fraud on the part of the Contractor, the Contractor shall be liable to OSDH for an amount equal to such unsupported part of the claim in addition to all costs, including legal, attributable to the reviewing and discovery of said part of claim. Liability under this paragraph shall be determined within two years of the discovery of such misrepresentation of fact or fraud by the Contractor.

B.17. MANDATORY REQUIREMENTS:

The OSDH has established certain mandatory requirements that must be included in the proposal response. The use of the terms "shall", "must" or "will" (except to indicate simple futurity) in this RFP indicate a mandatory requirement or condition, which by failure to meet or provide will be cause for the proposal response being deemed non-responsive. The word "should" or "may" in this RFP indicate desirable attributes of conditions and are permissive in nature. Deviation from or omission of such a desirable feature will not by itself cause a proposal to be non-responsive.

B.18. NON-COLLUSION CERTIFICATION:

The Contractor will complete and return the attached non-collusion certification, OMES-FORM-CP-004.

B.19. OKLAHOMA TAXPAYER AND CITIZEN PROTECTION ACT OF 2007

By signing the solicitation, the Bidder warrants and attests its employees and all proposed subcontractors are in compliance with the Federal Immigration and Nationality Act (FINA) and all other Federal and State laws and regulations related to the immigration status of employees. The Bidder shall obtain statements from all proposed subcontractors certifying compliance with this requirement and shall furnish copies of the statements with their Bid. These warranties shall remain in effect through the entire term, including all renewal periods, of the Contract.

All contractors or subcontractors are prohibited by State law from entering into a contract with a public employer for the physical performance of services within this state unless the contractor or subcontractor registers and participates in the Status Verification System to verify information of all new employees.

The Status Verification Service System is defined in 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (EEV) available at www.dhs.gov/E-Verify.

B.20. NON-RESPONSIVE PROPOSALS:

Proposals which do not meet all material requirements of this RFP or which fail to provide all required information, documents or materials may be determined as non-responsive and may not be evaluated. Material requirements of the RFP are those set forth as mandatory

B.21. OTHER CERTIFICATIONS:

The Contractor certifies compliance with the provisions of the 1964 Civil Rights Act, Education Amendment of 1972; Section 504 of the Rehabilitation Act 1973; the Age Discrimination Act of 1975; the Hatch Act; the Pro Children Act of 1994; Drug Free Workplace Act of 1988; the American with Disabilities Act of 1990; Title IX of the Education Amendments of 1972; 31 U.S.C. Section 1352, Public Law 105-78; Section 503 of Division F, Title V, of the FY12 Consolidated Appropriations Act; 41 U.S.C. 4712 and the National Defense Authorization Act (NDAA) for Fiscal year (FY) 2013; Contract Work Hours and Safety Standards Act (40 U.S. C. 3701-3708); Anti-Lobbying Law (31 U.S.C. 1325); Internal Revenue Service Publication 1075 (regarding use, access and disclosure of Federal Tax Information); the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended; mandatory standards and policies relating to energy efficiency as outlined in the State of Oklahoma's energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201); 2 CFR § 200.112 (Conflict of Interest); 2 CFR § 200.113 (Mandatory Disclosures); 2 CFR § 200.322 (Procurement of Recovered Materials); registered

as business entity licensed to do business in the State, having obtained a sales tax permit, and be current on franchise tax payments to the State, as applicable; and, the Single Audit Act of 1984; as applicable.

B.22. PROCUREMENT INTEGRITY;

The Contractor certifies they have not entered into this contract with this or any state agency that would result in a substantial duplication of the services or duplication of the end product rendered by the Contractor or its employees.

B.23. TOBACCO FREE POLICY:

Contractor, while performing the duties under this contract shall comply with the smoke free requirements on state property pursuant to 21 O.S. § 1247. For other tobacco products, including e-cigarettes, use of such products is prohibited pursuant to the Governor's Executive Orders 2012-01 and 2013-43.

B.24. STATEMENT OF RESPONSIBILITY AND LIABILITY:

The parties intend that each shall be responsible for its own intentional and negligent acts or omissions to act. The OSDH shall be responsible for the acts and omissions to act of its officers and employees while acting within the scope of their employment according to the Oklahoma Governmental Tort Claims Act (51 O.S. §§151 et seq.).

The Contractor shall be responsible for any damages or personal injury caused by the negligent acts or omissions to act by its officers, employees, or agents acting within the scope of their authority or employment.

The Contractor agrees to hold harmless the OSDH of any claims, demands and liabilities resulting from any act or omission on the part of the Contractor and/or its agents, servants, and employees in the performance of this contract. It is the express intention of the parties hereto that this contract shall not be construed as, or given the effect of, creating a joint venture, partnership or affiliation or association that would otherwise render the parties liable as partners, agents, employer-employee or otherwise create any joint and several liability.

B.25. TRAVEL AND RELATED EXPENSES:

All costs associated with the execution of this contract are included in the costs described in the Contract Expense Cap section of this contract. Additional costs, including travel, expenses, will not be reimbursed.

B.26. WAIVER OF BREACH:

No failure by the OSDH to enforce any provisions hereof after any event of default by the Contractor shall be deemed a waiver of the OSDH's rights with regard to that event, or any subsequent event. Waiver shall not be construed to be a modification of the terms of the contract.

B.27. LIMITED ENGLISH PROFICIENCY

Where a significant number or proportion of the population eligible to be served or likely to be directly affected by a federally assisted program needs service or information in a language other than English in order to effectively be informed of or participant in the program, the Contractor shall take reasonable steps, considering the scope of the program and the size and concentration of such population, to provide the information in appropriate languages to such persons.

An inability by the Contractor to provide the information in the appropriate language to a significant number or proportion of the population eligible to be served or likely to be directly affected by the program shall result in termination of the contract.

B.28. CHARITABLE CHOICE PROVIDERS:

Providers who are members of the faith community are eligible to compete for contracts with the State of Oklahoma on the same basis as any other provider. Such providers shall not be required to alter their forms of internal governance, their religious character or remove religious art, icons, scripture, or other symbols. Such providers may not, however, discriminate against clients on the basis of their religion, religious beliefs, or clients' refusal to participate in religious practices (45 CFR Part 87.1c). Organizations that receive direct financial assistance from the OSDH under any OSDH program may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded with direct financial assistance from the OSDH. If an organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded with direct financial assistance from the OSDH, and participation must be voluntary for beneficiaries of the programs or services funded with such assistance.

B.29. NON-RESPONSIVE PROPOSALS:

Proposals which do not meet all material requirements of this RFP or which fail to provide all required information, documents or materials may be determined as non-responsive and may not be evaluated. Material requirements of the RFP are those set forth as mandatory.

B.30. OPEN RECORDS ACT:

Contractor acknowledges that the State is subject to the Oklahoma Open Records Act set forth at 51 O.S. §24A-1 et seq. Contractor also acknowledges that State will comply with the Oklahoma Open Records Act and with all opinions of the Oklahoma Attorney General concerning this Act. Except for a provision of the Contract specifically designated as confidential in a writing executed by both parties or a provision protected from disclosure in the Open Records Act or other applicable law, no Contract provision is confidential information and any provision is subject to disclosure.

B.31. SEVERABILITY:

If any provision of this contract, or the application of any term or condition to any party or circumstances, is held invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable and the application of such provision to other parties or circumstances shall remain valid and in full force and effect.

B.32. NOTICES

Notices under this contract shall be considered properly delivered when sent by certified mail to the business address of record or by email, delivery receipt requested, to the Contact Person identified in the contract.

C. SOLICITATION SPECIFICATIONS

C.1. PURPOSE:

The Oklahoma State Department of Health, hereinafter referred to as the OSDH, is requesting a Request for Proposal for a contract to provide high quality pathology and cytology laboratory services in support of the Take Charge! Program, which screens women for breast and cervical cancer primarily in Oklahoma City and Tulsa, OK.

C.2. CONTRACT RELATIONSHIP:

In accordance with the Office of Management and Budget (OMB Circular A-133, the relationship between the OSDH is that of a vendor.

C.3. CONTRACT PERIOD:

The Initial contract period will begin on Date of Award and terminate on June 29, 2020. This award shall include an option to renew for up to four (4) additional one (1) year periods. This supplier shall not commence work, commit funds, incur costs, or in any way act to obligate the State until so notified in writing of the approval of the contract.

C.4. CONTRACT EXPENSE CAP;

The maximum available for this contract is \$30,889.00. Renewal amounts may or may not be the same as the initial amount.

C.5. DUTIES OF THE CONTRACTOR

C.5.1. Administrative Requirements:

1. The Contractor acknowledges that invoices will be returned to the Contractor for resubmission until all applicable items (a-g) in section 2 have been received by the OSDH Contract monitor.
2. The Contractor will provide the following documents to the OSDH Contract Monitor within thirty (30) business days of issuance of the purchase order related to provision of laboratory services for Take Charge! women:
 - a. Contract Information Form;
 - b. Current copy of State of Oklahoma license to practice for all healthcare providers delivering services for Take Charge! eligible women;
 - c. Any residents involved in provision of services must be supervised by attending physician and adhere to the Accreditation Council for Graduate Medical Education (ACGME) supervisory guidelines for residents.
 - d. Current copy of board certification(s) for all pathologists and/or cytotechnologist rendering services for Take Charge! program
 - e. Current copy of medical malpractice insurance certificate(s) covering services provided by the facility and individual healthcare providers;
 - f. Current copy of Medicare and Medicaid certified facility;
 - g. Current copy of Clinical Laboratory Improvement Amendment (CLIA) certification or a certification from a CLIA-approved accrediting body; (Contractor must

maintain continuous certification by CLIA or by an alternative CLIA approved accrediting agency).

3. The Contractor acknowledges updated copies of all medical licenses, malpractice insurance, and certifications must be provided to the OSDH Contract Monitor within thirty (30) business days of license/certification renewal dates.
4. The Contractor acknowledges invoices submitted following expiration of any of the above will be returned for resubmission until current documentation has been provided to the OSDH Contract Monitor.
5. The Contractor must provide a pathologist to provide on-site supervision of laboratory staff and oversee appropriate quality control of laboratory processes. The pathologist must be board-certified in Anatomical Pathology, in good-standing, and possess a current medical license to practice in the State of Oklahoma.
6. Contractor must assure that all cytotechnologists are certified and registered, and that the required certifications and registrations are current.
7. Contractor must follow general quality practices in gynecologic cytopathology (e.g., CLIA '88; Findings from the College of American Pathologists Gynecologic Cytopathology Quality Consensus Conference Working Group 3, Arch Pathol Lab Med. 2013; 137:190-198).
8. Contractor shall notify the OSDH Contract Monitor in writing within fourteen (14) business days when a change occurs that could affect the availability or quality of services including, but not limited to, changes in staff, location, or phone number.
9. Contractor acknowledges if any portion of this contract is sub-contracted that the subcontractor must meet the same accreditation and licensing requirements applicable to Contractor.
10. Contractor must provide and maintain current copy of any subcontract(s) with copies of relevant licenses, insurance certifications and accreditation(s) as listed above and applicable to the subcontractor.
11. Contractor shall ensure that at least one (1) staff member will provide a signed OSDH Confidentiality Agreement (ODH Form 203). This staff member will be involved in submitting invoices and any back-up data to the OSDH.

C.5.2 Service Provision

1. Contractor shall provide liquid-based Pap collection kits, biopsy specimen containers, preservative, and related items to multiple identified Take Charge! contracted locations throughout Oklahoma. Pap supplies shall include but are not limited to biohazard bags, ThinPrep® PreservCyt Solution and accessory brush and spatula or broom.
2. Contractor will arrange for daily biomedical specimen pick-up and transportation from Take Charge! contractor locations and delivery to the Contractor's facility.
3. Contractor will provide OSDH-approved laboratory requisitions to Take Charge! contractor locations.
4. Contractor will ensure provision of pre-analytic, analytic and post-analytic laboratory services according to CLIA standards.
5. Contractor shall provide pathology services related to breast and cervical diagnostic procedures per Attachment A.
6. Contractor shall utilize pathologists who are physicians licensed by the Oklahoma Board of Medical Licensure and Supervision and who are board-certified in Anatomic Pathology with five years or more of experience to provide quality professional pathology services and oversee services of other laboratory staff.

7. Contractor shall provide qualified registered/certified professional cytotechnologist(s) with five years or more of experience to provide technical cytopathology services.
8. Contractor shall use the most current best practice diagnostic guidelines for women presenting with cervical and breast abnormalities. All diagnosis reports must have a statement of specimen adequacy. The statement of specimen adequacy is to be narrative as well as descriptive.
9. Contractor shall adhere to best laboratory practices for quality control/quality assurance of pathology/cytopathology services as set forth in appropriate nationally-recognized guidelines.
10. Contractor certifies all services provided will conform to applicable Medicare and Medicaid quality assurance procedures specified in 42 USC Code of Federal Regulations.
11. Contractor shall retain residual liquid-based Paps for a period of at least thirty (30) days. Contractor shall retain microscopic slides, tissues and patient testing records for times in accordance with CLIA regulations.
12. Biopsies will be retained at least 10 years embedded in paraffin (2 years for documentation and 5-10 years for slides).
13. Contractor shall return pathology/cytopathology reports from biopsies and follow-up Pap analyses electronically within ten (10) days or less from receipt of specimen.
14. Contractor must be able to report results electronically utilizing a HIPAA (Health Insurance Portability and Accountability Act) compliant mechanism to the multiple Take Charge! contractors referring specimens.
15. Contractor shall assure electronic messaging certificates for their reporting system are current. If Contractor's electronic messaging certificates expire within ten (10) business days of receipt of specimen, or if electronic delivery of pathology/cytopathology results cannot be obtained due to unavailability of the Contractor's system for any other reason, Contractor shall be responsible for reporting results to the Take Charge! contractors within the stated turn-around time at the Contractor's expense.
16. Contractor shall send pathology and cytopathology diagnosis reports utilizing HIPAA compliant electronic transmission to referring medical provider within ten (10) business days from the receipt of the specimen.
17. Contractor shall ensure electronic messaging certificates are current at all times. Contractor will disseminate pathology and cytopathology results by alternate means at the Contractor's expense if electronic messaging certificates expire within ten (10) business days of receipt of specimen.
18. Contractor shall provide any necessary additional training to pathologists, cytotechnologists, histotechnologists, laboratory support personnel, and other clerical support staff to provide professional surgical pathology and cytopathology laboratory services to support the Take Charge! Program.
19. Contractor shall require all appropriate staff receive annual training on the billing, invoicing, and the other terms of this contract. Training may be provided online, through distance learning, onsite, and/or over the phone.
20. Contractor shall use applicable Take Charge! Program forms in the provision of services under the contract.
21. Contractor shall provide all services in accordance with the OSDH Take Charge! Program clinical guidelines and orders.
22. Contractor acknowledges the billing timelines in the Invoicing clause and that invoices submitted after ninety (90) days may not be paid.
23. Contractor agrees that invoices shall be in the designated format provided by the OSDH Contract Monitor.

24. Contractor agrees to submit reports, invoices, and other contract documentation electronically using a secure portal to be provided by the OSDH in the event a secure portal is made available during the term of this agreement. Contractor agrees to cooperate in good faith with the OSDH to execute any applicable required user agreement(s) related to the use of an electronic portal. Prior to implementation of an electronic portal, reports, invoices, and other contract documentation will be provided to the OSDH pursuant to the existing terms of this contract.
25. Contractor shall maintain all original Take Charge! files, forms, and records, for a minimum of seven (7) years in accordance with the terms of this contract any the Business Associate Agreement.

C.5.3 Billing:

1. Contractor acknowledges that it has a duty to maintain a tracking system of the contract amount, services provided, and amounts invoiced to OSDH shall not exceed the amount approved by the OSDH. If the contract amount is modified, the available contract balance must be based on the most recent change order.
2. Contractor shall submit on or before the deadline to submit invoices pursuant to the Invoicing clause, one invoice per month each month that itemizes each service provided during the month. Copies of all related laboratory reports and Take Charge! eligibility letter/or form must be attached to the invoice.
3. Contractor agrees to bill Medicaid, Oklahoma Health Care Authority (OHCA) or other third party payer for services provided to women found to be ineligible for the Take Charge! Program.
4. If a claim is denied by OHCA or another third-party payer, Contractor shall review the submitted claim, correct any errors in the submission of the claim, and re-bill the third-party payer within thirty (30) days of receipt of the denial. The OSDH will provide technical assistance as needed for successful billing to third-party payers.
5. Contractor agrees to work with the OSDH in reconciling and billing the appropriate payer upon notification by the OSDH.
6. Contractor acknowledges that the Take Charge! Program is the payer of last resort. Women who have third-party insurance shall be expected to utilize third-party insurance for breast and cervical cancer screening except in the event of an unmet deductible greater than \$150.00 and/or the said payer source does not cover breast and cervical cancer screening.
7. Contractor agrees patients will not be billed for any services listed on Attachment A with the exception of any patient co-pays or unmet deductibles required by a patient's insurance.
8. Contractor agrees to work with patients to establish payment plans as requested for the cost of services provided not eligible for payment through

the Take Charge! Program, including patient co-pays or unmet deductibles if applicable prior to providing services.

C.6. DUTIES OF THE OSDH:

1. Provide Contractor with list of Take Charge! contracted providers.
2. Provide input and approval of the laboratory requisition form.
3. Assure laboratory requisitions are properly completed by the Take Charge! contractor and work with the Contractor if any corrections to submitted requisitions are needed.
4. Monitor the contract, including provision of service, availability of funds, contractor compliance with contract terms and conditions, verifying professional licenses, certifications, laboratory accreditation are current.
5. Determine if a woman meets the prescribed eligibility criteria and assign a unique identifier. The unique identifier shall be provided before at the time the woman schedules an appointment with a Take Charge! Program contracted healthcare provider, at the time services shall be rendered and as part of the billing process.
6. Verify the patient for whom services were provided is an enrolled patient of the Take Charge! Program.
7. Provide training and technical assistance to Contractor's staff in completion of forms, clinical guidelines, and billing procedures.
8. Verify services invoiced to the OSDH are allowable under the Take Charge! Program.
9. Notify the Contractor of any services billed to the OSDH that are not allowable Take Charge! Program costs.
10. Verify all current unexpired Administrative documents are on-file.
11. Notify Contractor of updated Medicare rates each January.
12. Provide oversight and evaluation as detailed in the Contract Monitoring Plan.

Vendor Contact Information:

Facility Name	Doing Business As Name	Name	Telephone	Email

Oklahoma State Department of Health – Center for Chronic Disease Prevention and Health Promotion Contract Monitor Information:

Name	Telephone	Email
Natalie VanBuskirk	405.271.3619	natalieh@health.ok.gov
Tia Yancey, MPH	405.271.3619	tiay@health.ok.gov

D. EVALUATION

D.1. Proposals will be evaluated on the “best value” determination in accordance with 74 O.S. § 85.2 (2). on the following criteria

D.1.1. Response to Administrative Requirements

D.1.2. Administrative Documents

D.1.3. Work Plan

D.1.4. Experience

D.1.5. Offered Performance Guarantees

D.2. Negotiations:

D.2.1. In accordance with Title 74 §85.5, the State of Oklahoma reserves the right to negotiate with one, selected, all or none of the vendors responding to this solicitation to obtain the best value for the State.

D.2.2. Negotiations could entail discussions on products, services, pricing, contract terminology or any other issue that may mitigate the State’s risks.

D.2.3. The State shall consider all issues negotiable and not artificially constrained by internal corporate policies. Negotiation may be with one or more vendors, for any and all items in the vendor’s offer.

D.2.4. Firms that contend that they lack flexibility because of their corporate policy on a particular negotiation item shall face a significant disadvantage and may not be considered. If such negotiations are conducted, the following conditions shall apply:

D.2.4.1 Negotiations may be conducted in person, in writing, or by telephone.

D.2.4.2 Negotiations shall only be conducted with potentially acceptable offers. The State reserves the right to limit negotiations to those offers that received the highest rankings during the initial evaluation phase.

D.2.4.3. Terms, conditions, prices, methodology, or other features of the offeror’s offer may be subject to negotiations and subsequent revision. As part of the negotiations, the offer or may be required to submit supporting financial, pricing, and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the offer.

D.2.4.4 The requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the State determines that a change in such requirements is in the best interest of the State Of Oklahoma.

E. INSTRUCTIONS TO SUPPLIER

E.1. **Prospective Bidders are urged to read this Solicitation carefully. Failure to do so shall be at the Bidder’s risk. Provisions, terms, and conditions may be stated or phrased differently than in previous solicitations. Irrespective of past interpretations, practices or customs, Bids shall be evaluated and any resultant**

contract(s) shall be administered in accordance with the plain meaning of the contents hereof. The Bidder is cautioned that the requirements of this Solicitation can be altered only by written Amendment approved by the State and that verbal communications from whatever source are of no effect. In no event shall the Bidder's failure to read and understand any term or condition in this Solicitation constitute grounds for a claim after award of the Contact.

E.2. Administrative Documents:

E.2.1. Provide the information requested in this section in the order requested.

E.2.1.1. OMES Form 075 (Responding Bidder Information).

E.2.1.2. OMES 004 (Non-Collusion Certification).

E.2.1.3. Insurance Certificates

E.2.1.4. Legal basis for any claimed exemption to the worker's compensation or registration requirements (see OMES Form 076)

E.2.1.5. Attachment B – Response to RFP Administrative Requirements

E.2.1.6. Copies of licenses and certificates:

E.2.1.6.1. Copy of current CLIA certification(s) or those of appropriate alternative CLIA-accredited agency.

E.2.1.6.2. Copy of current medical license of the pathologist to provide on-site supervision of technologists and oversee appropriate quality control/quality assurance of laboratory processes.

E.2.1.6.3. Documentation of the board certification in Anatomical Pathology in good-standing of the pathologist to provide on-site supervision of technologists and oversee appropriate quality control/quality assurance of laboratory processes.

E.2.1.6.4. Copy of documentation demonstrating all cyto- and histo- technologists are certified and registered, and that the required certifications and registrations are current.

E.2.1.6.5. Proof of Contractor's eligibility to bill Medicaid, insurance companies and/or third party billing.

E.2.1.6.6. Documentation of current HIPAA compliant electronic messaging system/certifications.

E.2.1.6.7. Business Associate Agreement

E.3. Mandatory Requirements:

E.3.1. Work Plan

Detail how the services described in RFP Section C.5.1 (Administrative Requirements) will be performed including a flow chart illustrating the process from the time a sample is picked-up from a Take Charge! contracted healthcare provided through the delivery of the results report to the contracted Take Charge! Provider. Provide a sample of a test results report for breast biopsy, colposcopy LEEP and liquid-based Pap test/HPV.

E.3.2. Experience

- E.3.2.1.** Provide the number of years your facility has been in business.
- E.3.2.2.** Provide the date of your initial laboratory accreditation.
- E.3.2.3.** Provide the resume of the pathologist to provide on-site supervision of technologists and oversee appropriate quality control/quality assurance of laboratory processes.
- E.3.2.4.** Provide a description of the qualifications and experience of the cytotechnologists working in your laboratory (job description, average education levels, average years of experience, average retention in your laboratory).
- E.3.2.5.** Provide five (5) references who have received pathology and cytopathology services specifically for breast and cervical biopsies and Pap specimens. Preference will be provided to Contractors who provide references in the public health field (state or local health departments and federally qualified health centers).
- E.3.2.6.** Provide a history of any litigation pertaining to pathology and/or cytopathology services provided or for breach of contract over the last three (3) years
- E.3.2.7** Provide the percentage of successful malpractice claims filed against your laboratory.

E.3.3. Submission: No later than closing date and time.

Submit package Sealed Bid to Barbara Traylor include RFP# Mail to:

Oklahoma State Department of Health
ATTN: Barbara Traylor
Procurement Service
1000 NE 10th Street, Room 309
Oklahoma City, Oklahoma 73117
BarbaraAT@health.ok.gov

- E.3.4.** Inquiries and/or questions should be directed to: Barbara Traylor email barbaraat@health.ok.gov. Prior to award, RFP cannot be discussed with any state employee with the exception of the Contracting Officer. Questions should be submitted by e-mail not later than 3:00 PM, January 28, 2020.. Answers will be sent back via e-mail to all prospective bidders.
- E.3.5.** RFPs could be considered ineligible for submission and may not be reviewed if any of the following conditions occur:
 - E.3.5.1.** RFP was not submitted by the stated deadline.

E.3.5.2. RFP does not include the entire and completed RFP proposal package.

E.3.5.3. RFP does not comply with all of the requirements of the proposal process and solicitation.

E.3.6. Offerors, by submitting their responses to this RFP, agree to comply with all terms and conditions contained herein.

F. CHECKLIST

NONE

G. OTHER

NONE

H PRICE AND COST

EXPENSE CAP:

The maximum available for this contract is \$30,889.00. Approximately 750-850 breast and cervical related diagnostic services must be within the stated \$30,889.00 budget.

See Attachment A for allowable CPT codes and maximum allowable rates for services to be performed under this contract. Rates will be changed and an updated Attachment A will be provided each January.

PERFORMANCE GUARANTEES

If pathology and/or cytology results are not received by the Take Charge! contracted healthcare provider within the timeframe required by this contract, invoices for those tests will be subject to a deduction. The table below provides the timeframes and minimum acceptable performance guarantees.

Contractors may offer a greater performance guarantee in the space provided below:

Test results received by Take Charge! contracted healthcare provider after receipt of specimen by the Contractor:	Minimum Penalty	Offered Penalty
21 -29 Days	\$0.50 per result pathology and/or cytology test result	\$ _____ per pathology and/or cytology test result
30 or More Days	\$1.00 per pathology and/or cytology result	\$ _____ per pathology and/or cytology test result

Attachment A

Oklahoma 2019 Take Charge! (Medicare) Reimbursement Rates

Note: Take Charge! reimbursement rates are effective June 30, 2019 through June 29, 2020~

Code	Description	Allowable Charges
88172	Cytopathology, evaluation of fine needle aspirate; immediate cytohistologic study to determine adequacy of specimen(s), first evaluation episode	54.16
88177	Cytopathology, evaluation of fine needle aspirate; immediate cytohistologic study to determine adequacy of specimen(s), each separate additional evaluation episode	28.65
88173	Cytopathology, evaluation of fine needle aspirate; interpretation and report	144.29
88305	Surgical pathology, gross and microscopic examination	65.63
88307	Surgical pathology, gross and microscopic examination; requiring microscopic evaluation of surgical margins	250.1
88360	Morphometric analysis, tumor immunohistochemistry, per specimen; manual	119.01
88361	Morphometric analysis, tumor immunohistochemistry, per specimen; using computer-assisted technology	123.25
Cervical Cancer Screening and Diagnostic Procedures (Global Rates)		
88164	Cytopathology (conventional Pap test), slides cervical or vaginal reported in Bethesda System, manual screening under physician supervision	14.99
88165	Cytopathology (conventional Pap test), slides cervical or vaginal reported in Bethesda System, manual screening and rescreening under physician supervision	42.22
88141	Cytopathology, cervical or vaginal, any reporting system, requiring interpretation by physician	30.6
88142	Cytopathology (liquid-based Pap test) cervical or vaginal, collected in preservative fluid, automated thin layer preparation; manual screening under physician supervision	22.51
88143	Cytopathology, cervical or vaginal, collected in preservative fluid, automated thin layer preparation; manual screening and rescreening under physician supervision	23.04
88174	Cytopathology, cervical or vaginal, collected in preservative fluid, automated thin layer preparation; screening by automated system, under physician supervision	25.37
88175	Cytopathology, cervical or vaginal, collected in preservative fluid, automated thin layer preparation; screening by automated system and manual rescreening, under physician supervision	29.44
87624	Human Papillomavirus, high-risk types (HPV DNA testing is not a reimbursable procedure if used as an adjunctive screening test to the Pap for women under 30 years of age.)	38.99
87625	Human Papillomavirus, types 16 and 18 only (HPV DNA testing is not a reimbursable procedure if used as an adjunctive screening test to the Pap for women under 30 years of age.)	40.55

* Take Charge! reimbursement rates are effective June 30, 2019 through June 29, 2020. Reimbursement rates may change.

ATTACHMENT B – RESPONSE TO RFP SECTION C.5.1. (ADMINISTRATIVE REQUIREMENTS)

Provide a Yes/No response to each requirement listed below. A Yes response means that the Contractor has the capability to meet the requirement. A No response means the Contractor does not have the capability to meet the requirement.

Requirement	Yes/No	Comments
C.5.1. Administrative Requirements		
1. Contractor acknowledges that invoices will be returned to the Contractor for resubmission until all applicable items (a-g) in section 2 have been received by the OSDH Contract Monitor.		
2. The Contractor will provide the following documents to the OSDH Contract Monitor within thirty (30) business days of issuance of the purchase order related to provision of laboratory services for Take Charge! women: <ul style="list-style-type: none"> a. Contract Information Form; b. Current copy of State of Oklahoma license to practice for all healthcare providers delivering services for Take Charge! eligible women; c. Any residents involved in provision of services must be supervised by attending physician and adhere to the Accreditation Council for Graduate Medical Education (ACGME) supervisory guidelines for residents. d. Current copy of board certification(s) for all pathologists and/or cytotechnologist rendering services for Take Charge! program; e. Current copy of medical malpractice insurance certificate(s) covering services provided by the 		

<p>facility and individual healthcare providers;</p> <p>f. Current copy of Medicare and Medicaid certified facility;</p> <p>g. Current copy of Clinical Laboratory Improvement Amendment (CLIA) certification or a certification from a CLIA-approved accrediting body (Contractor must maintain continuous certification by CLIA or by an alternative CLIA approved accrediting agency).</p>		
<p>3. Contractor acknowledges updated copies of all medical licenses, malpractice insurance, and certifications must be provided to the OSDH Contract Monitor within thirty (30) business days of license/certification renewal dates.</p>		
<p>4. Contractor acknowledges invoices submitted following expiration of any of the above will be returned for resubmission until current documentation has been provided to the OSDH Contract Monitor.</p>		
<p>5. Contractor must provide a pathologist to provide on-site supervision of laboratory staff and oversee appropriate quality control of laboratory processes. The pathologist must be board-certified in Anatomical Pathology, in good-standing, and possess a current medical license to practice in the State of Oklahoma.</p>		
<p>6. Contractor must assure that all cytotechnologists are certified and registered, and that the required certifications and registrations are current.</p>		
<p>7. Contractor must follow general quality practices in gynecologic cytopathology (e.g., CLIA '88;</p>		

Findings From the College of American Pathologists Gynecologic Cytopathology Quality Consensus Conference Working Group 3, Arch Pathol Lab Med. 2013; 137: 190–198).		
8. Contractor shall notify the OSDH Contract Monitor in writing within fourteen (14) business days when a change occurs that could affect the availability or quality of services including, but not limited to, changes in staff, location, or phone number.		
9. Contractor acknowledges if any portion of this contract is sub-contracted, that the subcontractor must meet the same accreditation and licensing requirements applicable to Contractor.		
10. Contractor must provide and maintain current copy of any subcontract(s) with copies of relevant licenses, insurance certifications and accreditations(s) as listed above and applicable to the subcontractor.		
11. Contractor shall ensure that at least one (1) staff member will provide a signed OSDH Confidentiality Agreement (ODH 203). This staff member will be involved in submitting invoices and any back-up data to the OSDH.		
C.5.2. Provision of Services		
1. Contractor shall provide liquid-based Pap collection kits, biopsy specimen containers, preservative, and related items to multiple identified Take Charge! contracted locations throughout Oklahoma. Pap supplies shall include but are not limited to biohazard bags, ThinPrep® PreservCyt Solution and accessory brush and spatula or broom.		
2. Contractor will arrange for daily biomedical specimen pick-up and transportation from Take Charge!		

contractor locations and delivery to the Contractor's facility.		
3. Contractor will provide OSDH-approved laboratory requisitions to Take Charge! contractor locations.		
4. Contractor will ensure provision of pre-analytic, analytic and post-analytic laboratory services according to CLIA standards.		
5. Contractor shall provide pathology services related to breast and cervical diagnostic procedures per Attachment (A).		
6. Contractor shall utilize pathologists who are physicians licensed by the Oklahoma Board of Medical Licensure and Supervision and who are board-certified in Anatomic Pathology with five years or more of experience to provide quality professional pathology services and oversee services of other laboratory staff.		
7. Contractor shall provide qualified registered/certified professional cytotechnologist(s) with five (5) years or more of experience to provide technical cytopathology services.		
8. Contractor shall use the most current best practice diagnostic guidelines for women presenting with cervical and breast abnormalities. All diagnosis reports must have a statement of specimen adequacy. The statement of specimen adequacy is to be narrative as well as descriptive.		
9. Contractor shall adhere to best laboratory practices for quality control/quality assurance of pathology/cytopathology services as set forth in appropriate nationally-recognized guidelines.		
10. Contractor certifies all services provided will conform to applicable Medicare and Medicaid quality assurance procedures specified in 42 USC Code of Federal Regulations.		

<p>11. Contractor shall retain residual liquid-based Paps for a period of at least thirty (30) days. Contractor shall retain microscopic slides, tissues and patient testing records for times in accordance with CLIA regulations.</p>		
<p>12. Biopsies will be retained at least 10 years embedded in paraffin (2 years for documentation and 5-10 years for slides).</p>		
<p>13. Contractor shall return pathology/cytopathology reports from biopsies and follow-up Pap analyses electronically within ten (10) days or less from receipt of specimen.</p>		
<p>14. Contractor must be able to report results electronically utilizing a HIPAA (Health Insurance Portability and Accountability Act) compliant mechanism to the multiple Take Charge! contractors referring specimens.</p>		
<p>15. Contractor shall assure electronic messaging certificates for their reporting system are current. If Contractor's electronic messaging certificates expire within ten (10) business days of receipt of specimen, or if electronic delivery of pathology/cytopathology results cannot be obtained due to unavailability of the Contractor's system for any other reason, Contractor shall be responsible for reporting results to the Take Charge! contractors within the stated turn-around time at the Contractor's expense.</p>		
<p>16. Contractor shall send pathology and cytopathology diagnosis reports utilizing HIPAA compliant electronic transmission to referring medical provider within ten (10) business days from the receipt of the specimen.</p>		
<p>17. Contractor shall ensure electronic messaging certificates are current at all</p>		

<p>times. Contractor will disseminate pathology and cytopathology results by alternate means at the Contractor's expense if electronic messaging certificates expire within ten (10) business days of receipt of specimen.</p>		
<p>18. Contractor shall provide any necessary additional training to pathologists, cytotechnologists, histotechnologists, laboratory support personnel, and other clerical support staff to provide professional surgical pathology and cytopathology laboratory services to support the Take Charge! Program.</p>		
<p>19. Contractor shall require all appropriate staff receive annual training on the billing, invoicing, and the other terms of this contract. Training may be provided online, through distance learning, onsite, and/or over the phone.</p>		
<p>20. Contractor shall use applicable Take Charge! Program forms in the provision of services under the contract.</p>		
<p>21. Contractor shall provide all services in accordance with OSDH Take Charge! Program clinical guidelines and orders.</p>		
<p>22. Contractor acknowledges the billing timelines in the Invoicing clause and that invoices submitted after ninety (90) days may not be paid.</p>		
<p>23. Contractor agrees that invoices shall be in the designated format provided by the OSDH Contract Monitor.</p>		
<p>24. Contractor agrees to submit reports, invoices, and other contract documentation electronically using a secure portal to be provided by the OSDH in the event a secure portal is made available during the term of this agreement. Contractor agrees to cooperate in good faith with the OSDH to execute any applicable</p>		

<p>required user agreement(s) related to the use of an electronic portal. Prior to implementation of an electronic portal, reports, invoices, and other contract documentation will be provided to the OSDH pursuant to the existing terms of this contract.</p>		
<p>25. Contractor shall maintain all original Take Charge! files, forms, and records, for a minimum of seven (7) years in accordance with the terms of this contract any the Business Associate Agreement.</p>		
<p>C.5.3. Billing</p>		
<p>1. Contractor acknowledges that it has a duty to must maintain a tracking system of the contract amount, and services provided and amounts invoiced to the OSDH shall not exceed the amount approved by the OSDH. If the amount is modified, the available contract balance must be based on the most recent change order.</p>		
<p>2. Contractor shall submit, on or before the deadline to submit invoices pursuant to the Invoicing clause, one invoice per month that itemizes each service provided during the month. Copies of all related laboratory reports and Take Charge! eligibility letter/or form must be attached to the invoice.</p>		
<p>3. Contractor agrees to bill Medicaid, Oklahoma Health Care Authority (OHCA) or other third party payer for services provided to women found to be ineligible for the Take Charge! Program.</p>		
<p>4. If a claim is denied by OHCA or another third-party payer, Contractor shall review the submitted claim, correct any errors in the submission of the claim, and re-bill the third-party payer within thirty (30) days of receipt of the denial. The OSDH will</p>		

<p>provide technical assistance as needed for successful billing to third-party payers.</p>		
<p>5. Contractor agrees to work with the OSDH in reconciling and billing the appropriate payer upon notification by the OSDH.</p>		
<p>6. Contractor acknowledges that the Take Charge! Program is the payer of last resort. Women who have third-party insurance shall be expected to utilize third-party insurance for breast and cervical cancer screening except in the event of an unmet deductible greater than \$150.00 and/or the said payer source does not cover breast and cervical cancer screening.</p>		
<p>7. Contractor agrees patients will not be billed for any services listed on Attachment A, with the exception of any patient co-pays or unmet deductibles required by a patient's insurance.</p>		
<p>8. Contractor agrees to work with patients to establish payment plans as requested for the cost of services provided not eligible for payment through the Take Charge! Program, including patient co-pays or unmet deductibles if applicable prior to providing services.</p>		

**OKLAHOMA STATE DEPARTMENT OF HEALTH
BUSINESS ASSOCIATE AGREEMENT**

This Business Associate Agreement "BAA", effective on the last signature date below, is entered into by and between the Oklahoma State Department of Health "Covered Entity" and _____
"Business Associate".

BACKGROUND AND PURPOSE: The Parties have entered into, and may in the future enter into, one or more written agreements that require Business Associate to be provided with, to have access to, and/or to create Protected Health Information "PHI", (the "Underlying Contract(s)"), that is subject to the federal regulations issued pursuant to the Health Insurance Portability and Accountability Act (HIPAA) and codified at 45 CFR, parts 160 and 164 (HIPAA Regulations). This BAA shall supplement and/or amend each of the Underlying Contract(s) only with respect to the Business Associate's Use, Disclosure, and creation of PHI under the Underlying Contract(s) to allow Covered Entity to comply with Sections 164.502(c) and 164.314(a)(2)(i) of the HIPAA Regulations. Business Associate acknowledges that it is to comply with the HIPAA Security and Privacy regulations pursuant to Subtitle D of the Health Information Technology for Economic and Clinical Health Act (HITECH), Title XIII, of the American Recovery and Reinvestment Act of 2009, including Sections 164.308, 164.310, 164.312 and 164.316 of title 45 of the Code of Federal Regulations. Except as so supplemented and/or amended, the terms of the Underlying Contract(s) shall continue unchanged and shall apply with full force and effect to govern the matters addressed in the BAA and in each of the Underlying Contract(s).

DEFINITIONS: Unless otherwise defined in this BAA, all capitalized terms used in this BAA have the meanings ascribed in the HIPAA Regulations, provided, however, that "PHI" and "ePHI" shall mean Protected Health Information and Electronic Protected Health Information, respectively, as defined in 45 CFR § 160.103, limited to the information Business Associate received from or created or received on behalf of the Oklahoma State Department of Health "OSDH" as OSDH's Business Associate. "Administrative Safeguards" shall have the same meaning as the term "administrative safeguards in 45 CFR § 164.304, with the exception that it shall apply to the management of the conduct of Business Associate's workforce, not OSDH's workforce, in relation to the protection of that information.

Business Associate. "Business Associate" shall generally have the same meaning as the term "Business Associate" at 45 CFR 160.103, and in reference to the party to this agreement, shall mean the entity whose name appears below.

Covered Entity. "Covered Entity" shall generally have the same meaning as the term "Covered Entity" at 45 CFR 160.103.

HIPAA Rules. "HIPAA Rules" shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164, all as may be amended.

The following terms used in this Agreement shall have the same meaning as those terms in the HIPAA Rules: Breach, Data Aggregation, Designated Record Set, Disclosure, Health Care Operations, Individual, Minimum Necessary, Notice of Privacy Practices, Protected Health Information, Required By law, Secretary, Security Incident, Subcontractor, Unsecured PHI, and Use.

Obligations of Business Associate: Business Associate may use Electronic PHI and PHI (collectively, "PHI") solely to perform its duties and responsibilities under this Agreement and only as provided in this Agreement. Business Associate acknowledges and agrees that PHI is confidential and shall not be used or disclosed, in whole or in part, except as provided in this Agreement or as required by law. Specifically, Business Associate agrees it will:

- (a) use or further disclose PHI only as permitted in this Agreement or as Required by Law, including, but not limited to the Privacy and Security Rule;
- (b) use appropriate safeguards, and comply with Subpart C of 45 CFR Part 164 with respect to Electronic PHI, to prevent use or disclosure of PHI other than as provided for by this Agreement;
- (c) implement and document appropriate administrative, physical, and technical safeguards to protect the confidentiality, integrity, and availability of PHI that it creates, receives, maintains, or transmits for or on behalf of Covered Entity in accordance with 45 CFR 164;
- (d) implement and document administrative safeguards to prevent, detect, contain, and correct security violations in accordance with 45 CFR 164;
- (e) make its policies and procedures required by the Security Rule available to Covered Entity solely for purposes of verifying BA's compliance and the Secretary of the Department of Health and Human Services (HHS);
- (f) not receive remuneration from a third party in exchange for disclosing PHI received from or on behalf of Covered Entity;
- (g) in accordance with 45 CFR 164.502(e)(1) and 164.308(b), if applicable, ensure that any subcontractors that create, receive, maintain or transmit PHI on behalf of the Business Associate agree to the same restrictions, conditions, and requirements that apply to the Business Associate with respect to such information; this shall be in the form of a written HIPAA Business Associate Contract and a fully executed copy will be provided to the Contract Monitor;
- (h) report to Covered Entity in writing any use or disclosure of PHI that is not permitted under this Agreement as soon as reasonably practicable but in no event later than five (5) calendar days from becoming aware of it and mitigate, to the extent practicable and in cooperation with Covered Entity, any harmful effects known to it of a use or disclosure made in violation of this Agreement;
- (i) promptly report to Covered Entity in writing and without unreasonable delay and in no case later than five (5) calendar days any Security Incident, as defined in the Security Rule, with respect to Electronic PHI;
- (j) with the exception of law enforcement delays that satisfy the requirements of 45 CFR 164.412, notify Covered Entity promptly, in writing and without unreasonable delay and in no case later than five (5) calendar days, upon the discovery of a breach of Unsecured PHI. Such notice shall include, to the extent possible, the name of each individual whose Unsecured PHI has been, or is reasonably believed by Business Associate to have been, accessed, acquired, or disclosed during such Breach. Business Associate shall also, to the extent possible, furnish Covered Entity with any other available information that Covered Entity is required to include in its notification to Individuals under 45 CFR § 164.404(c) at

the time of Business Associate's notification to Covered Entity or promptly thereafter as such information becomes available. As used in this Section, "breach" shall have the meaning given such term at 45 CFR 164.402;

- (k) to the extent allowed by law, indemnify and hold Covered Entity harmless from all claims, liabilities, costs, and damages arising out of or in any manner related to the disclosure by Business Associate of any PHI or to the breach by Business Associate of any obligation related to PHI;
- (l) provide access to PHI in a Designated Record Set to Covered Entity, or if directed by Covered Entity to an Individual in order to meet the requirements of 45 CFR 164.524. In the event that any Individual request access to PHI directly from Business Associate, Business Associate shall forward such request to Covered Entity within five (5) working days of receiving a request. This shall be in the form of a written HIPAA Business Associate Contract and a fully executed copy will be provided to the Contract Monitor. Any denials of access to the PHI requested shall be the responsibility of Covered Entity;
- (m) make PHI available to Covered Entity for amendment and incorporate any amendments to PHI in accordance with 45 CFR 164.526;
- (n) document disclosure of PHI and information related to such disclosure as would be required for Covered Entity to respond to a request by an Individual for an accounting of disclosures of PHI, in accordance with 45 CFR 164.528, and within five (5) working days of receiving a request from Covered Entity, make such disclosure documentation and information available to Covered Entity. In the event the request for an accounting is delivered directly to Business Associate, Business Associate shall forward within five (5) working days of receiving a request such request to Covered Entity;
- (o) make its internal practices, books, and records related to the use and disclosure of PHI received from or created or received by Business Associate on behalf of Covered Entity available to the Secretary of the Department of HHS, authorized governmental officials, and Covered Entity for the purpose of determining Business Associate's compliance with the Privacy Rule. Business Associate shall give Covered Entity advance written notice of requests from DHHS or government officials and provide Covered Entity with a copy of all documents made available; and
- (p) ensure that all of its subcontractors, vendors, and agents to whom it provides PHI or who create, receive, use, disclose, maintain, or have access to Covered Entity's PHI shall agree in writing to requirements, restrictions, and conditions at least as stringent as those that apply to Business Associate under this Agreement, including but not limited to implementing reasonable and appropriate safeguards to protect PHI, and shall ensure that its subcontractors, vendors, and agents agree to indemnify and hold harmless Covered Entity for their failure to comply with each of the provisions of this Agreement.

Permitted Uses and Disclosures of PHI by Business Associate: Except as otherwise provided in this Agreement, Business Associate may use or disclose PHI on behalf of or to provide services to Covered Entity for the purposes specified in this Agreement, if such use or disclosure of PHI would not violate the Privacy Rule if done by Covered Entity. Unless otherwise limited herein, Business Associate may:

- (a) use PHI for its proper management and administration or to fulfill any present or future legal responsibilities of Business Associate;

- (b) disclose PHI for its proper management and administration or to fulfill any present or future legal responsibilities of Business Associate, provided that (i) the disclosure is Required by Law; or (ii) Business Associate obtains reasonable assurances from any person to whom the PHI is disclosed that such PHI will be kept confidential and will be used or further disclosed only as Required by Law or for the purpose(s) for which it was disclosed to the person, and the person commits to notifying Business Associate of any instances of which it is aware in which the confidentiality of the PHI has been breached;
- (c) disclose PHI to report violations of law to appropriate federal and state authorities; or
- (d) aggregate the PHI with other data in its possession for purposes of Covered Entity's Health Care Operations;
- (e) make uses and disclosures and requests for protected health information consistent with Covered Entity's minimum necessary policies and procedures;
- (f) de-identify any and all PHI obtained by Business Associate under this BAA, and use such de-identified data, all in accordance with the de-identification requirements of the Privacy Rule [45 CFR §(d)(1)].

Obligations of Covered Entity:

- (a) Covered Entity shall notify Business Associate of any changes in, or revocation of, the permission by an individual to use or disclose his or her PHI, to the extent that such changes may affect Business Associate's use or disclosure of PHI.
- (b) Covered Entity shall notify Business Associate of any restriction on the use or disclosure of PHI that Covered Entity has agreed to or is required to abide by under 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of protected health information.
- (c) Covered Entity shall not request Business Associate use or disclose PHI in any manner that would violate the Privacy Rule if done by Covered Entity.
- (d) Covered Entity agrees to timely notify Business Associate, in writing, of any arrangements between Covered Entity and the Individual that is the subject of PHI that may impact in any manner the use and/or disclosure of the PHI by Business Associate under this BAA.

Term and Termination:

- (a) Term. The Term of this Agreement shall be effective as of the date of the underlying agreement, and shall terminate on the date the underlying agreement terminates or on the date Covered Entity terminates for cause as authorized in paragraph (b) of this Section, whichever is sooner.
- (b) Termination for Cause. Business Associate authorizes termination of this Agreement by Covered Entity, if Covered Entity determines Business Associate has violated a material term of the Agreement (and Business Associate has not cured the breach or ended the violation within the time specified by Covered Entity if a cure period is specified).
- (c) Obligations of Business Associate Upon Termination.

Upon termination of this Agreement for any reason, Business Associate, with respect to PHI received from Covered Entity, or created, maintained, or received by Business Associate on behalf of Covered Entity, shall:

1. Retain only that PHI that is necessary for Business Associate to continue its proper management and administration or to carry out its legal responsibilities;
2. Return to Covered Entity (or, if agreed to by Covered Entity, destroy) the remaining PHI that the Business Associate still maintains in any form;
3. Continue to use appropriate safeguards and comply with Subpart C of 45 CFR Part 164 with respect to PHI to prevent use or disclosure of the PHI, other than as provided for in this Section, for as long as Business Associate retains the PHI;
4. Not use or disclose the PHI retained by Business Associate other than for the purposes for which such PHI was retained and subject to the same conditions set out at above under "Permitted Uses and Disclosures By Business Associate" that applied prior to termination; and
5. Return to Covered Entity (or, if agreed to by Covered Entity, destroy) the PHI retained by Business Associate when it is no longer needed by Business Associate for its proper management and administration or to carry out its legal responsibilities.

(d) All other obligations of Business Associate under this Agreement shall survive termination.

Should Covered Entity become aware of a pattern of activity or practice that constitutes a material breach of a material term of this BAA by Business Associate, Covered Entity shall provide Business Associate with written notice of such a breach in sufficient detail to enable **Business Associate** to understand the specific nature of the breach. CE shall be entitled to terminate the Underlying Contract associated with such breach if, after CE provides the notice to Business Associate, Business Associate fails to cure the breach within a reasonable time period not less than thirty (30) days specified by CE in such notice; provided, however, that such time period specified by OSDH shall be based on the nature of the breach involved [45 CFR §§ 164.504(e)(1)(ii)(A),(B) & 164.314 (a)(2)(i)(D)].

MISCELLANEOUS:

Interpretation: The terms of this BAA shall prevail in the case of any conflict with the terms of any Underlying Contract to the extent necessary to allow CE to comply with the HIPAA Regulations. The bracketed citations to the HIPAA Regulations in several paragraphs of this BAA are for reference only and shall not be relevant in interpreting any provision of this BAA.

No Third Party Beneficiaries: Nothing in this BAA shall confer upon any person other than the parties and their respective successors or assigns, any rights, remedies, obligations, or liabilities whatsoever.

Business Associate recognizes that any material breach of this Agreement or breach of confidentiality or misuse of PHI may result in the termination of this Agreement and/or legal action. Said termination may be immediate and need not comply with any termination provision in the parties' underlying agreement, if any.

The parties agree to amend this Agreement from time to time as is necessary for Covered Entity or BA to comply with the requirements of the Privacy Rule and related laws and regulations.

- (a) ODSH's Notice of Privacy Practices is available on its website: www.ok.gov/health.
- (b) Any ambiguity in this Agreement shall be resolved in a manner that causes this Agreement to comply with HIPAA.
- (c) This Agreement embodies and constitutes the entire agreement and understanding between the parties with respect to the subject matter hereof and supersedes all prior Business Associate agreements, oral or written agreements, commitments, and understandings pertaining to the subject matter hereof.
- (d) If Business Associate maintains a designated record set in an electronic format on behalf of Covered Entity, then Business Associate agrees that within 30 days of expiration or termination of the parties' agreement, Business Associate shall provide to Covered Entity a complete report of all disclosures of and access to the designated record set covering the three years immediately preceding the termination or expiration. The report shall include patient name, date and time of disclosures/access, description of what was disclosed/accessed, purpose of disclosure/access, name of individual who received or accessed the information, and, if available, what action was taken within the designated record set.

Amendment: To the extent that any relevant provision of the HIPAA Regulations is materially amended in a manner that changes the obligations of Business Associates or Covered Entities, the Parties agree to negotiate in good faith appropriate amendment(s) to this BAA to give effect to these revised obligations. The parties agree to amend this Agreement from time to time as is necessary for Covered Entity or to comply with the requirements of the Privacy Rule and related laws and regulations.

A signed copy of this agreement shall be accorded the same force and effect as the original.

IN WITNESS WHEREOF, each of the undersigned has caused this BAA to be duly executed in its name and on its behalf.

OKLAHOMA STATE DEPARTMENT OF HEALTH

CONTRACTOR

By: _____

By: _____

Print Name: Robert Morey

Print Name: _____

Print Title: Privacy & Security Officer

Print Title: _____

Date: _____

Date: _____