

OKLAHOMA DEPARTMENT OF REHABILITATION SERVICES
ESS CONTRACTOR RENEWAL FORM
(Submit Prior to Annual Contract Renewal)

Contractor Legal Business Name: _____

FEI Number: _____ PeopleSoft or Supplier ID Number: _____

DBA Name, if applicable: _____

Mailing Address: _____

Physical Address: _____

Main Office Phone #: _____ Fax #: _____

Executive Director: _____ E-mail: _____

Project Director (PD): _____ E-mail: _____

PD Direct Phone #: _____ PD Cell Phone #: _____

Designated Contract Signer Name and Email: _____

List any special employee skills/certifications (**bilingual, certified interpreter for the deaf and hard of hearing, etc.**): _____

Contracts requested for upcoming fiscal year: SE ER JP JOBS ESS
 Supplemental Employment Services (SES) IPS (Current ODMHSAS IPS Contractors only)

A. To finalize the contracting process, submit the following documents:

Required Contractor Documentation (completed and submitted by e-mail, fax, or mail):

1. **Submit updated** ESS-A-005 ***Contractor Staff & Training Form***. For **all** employees currently working under these contracts or terminated since last report, list:

- a. Full name
- b. Date National Background Check (NBC) was completed, updated NBC required every three (3) years (**date only, do not send actual report**)
- c. Start date
- d. Termination date
- e. Respective salary
- f. Training dates

2. Submit **training certificates** for **required training** and **continuing education** hours completed for each employee within the last (12) twelve months.

B. Contract Documents (completed and submitted through the Adobe DC e-Sign process):

1. Completed Contract(s)
2. **One** completed ***Non-Collusion Certification*** (OMES-CP-004SA) **for each contract**

NOTE: After the ESS TA has received, reviewed and approved required documents submitted, contracts selected above will be sent via the Adobe DC e-Sign process.

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Contractor Legal Business Name: _____

Oklahoma Counties Served by Agency

Please check the boxes next to all counties in which your agency will serve DRS individuals:

- | | | | | |
|------------------------------------|-----------------------------------|-------------------------------------|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Adair | <input type="checkbox"/> Cotton | <input type="checkbox"/> Jackson | <input type="checkbox"/> Mayes | <input type="checkbox"/> Roger Mills |
| <input type="checkbox"/> Alfalfa | <input type="checkbox"/> Craig | <input type="checkbox"/> Jefferson | <input type="checkbox"/> Murray | <input type="checkbox"/> Rogers |
| <input type="checkbox"/> Atoka | <input type="checkbox"/> Creek | <input type="checkbox"/> Johnston | <input type="checkbox"/> Muskogee | <input type="checkbox"/> Seminole |
| <input type="checkbox"/> Beaver | <input type="checkbox"/> Custer | <input type="checkbox"/> Kay | <input type="checkbox"/> Noble | <input type="checkbox"/> Sequoyah |
| <input type="checkbox"/> Beckham | <input type="checkbox"/> Delaware | <input type="checkbox"/> Kingfisher | <input type="checkbox"/> Nowata | <input type="checkbox"/> Stephens |
| <input type="checkbox"/> Blaine | <input type="checkbox"/> Dewey | <input type="checkbox"/> Kiowa | <input type="checkbox"/> Okfuskee | <input type="checkbox"/> Texas |
| <input type="checkbox"/> Bryan | <input type="checkbox"/> Ellis | <input type="checkbox"/> Latimer | <input type="checkbox"/> Okmulgee | <input type="checkbox"/> Tillman |
| <input type="checkbox"/> Caddo | <input type="checkbox"/> Garfield | <input type="checkbox"/> Le Flore | <input type="checkbox"/> Oklahoma | <input type="checkbox"/> Tulsa |
| <input type="checkbox"/> Canadian | <input type="checkbox"/> Garvin | <input type="checkbox"/> Lincoln | <input type="checkbox"/> Osage | <input type="checkbox"/> Wagoner |
| <input type="checkbox"/> Carter | <input type="checkbox"/> Grady | <input type="checkbox"/> Logan | <input type="checkbox"/> Ottawa | <input type="checkbox"/> Washington |
| <input type="checkbox"/> Cherokee | <input type="checkbox"/> Grant | <input type="checkbox"/> Love | <input type="checkbox"/> Pawnee | <input type="checkbox"/> Washita |
| <input type="checkbox"/> Choctaw | <input type="checkbox"/> Greer | <input type="checkbox"/> McClain | <input type="checkbox"/> Payne | <input type="checkbox"/> Woods |
| <input type="checkbox"/> Cimarron | <input type="checkbox"/> Harmon | <input type="checkbox"/> McCurtain | <input type="checkbox"/> Pittsburg | <input type="checkbox"/> Woodward |
| <input type="checkbox"/> Cleveland | <input type="checkbox"/> Harper | <input type="checkbox"/> McIntosh | <input type="checkbox"/> Pontotoc | |
| <input type="checkbox"/> Coal | <input type="checkbox"/> Haskell | <input type="checkbox"/> Major | <input type="checkbox"/> Pottawatomie | |
| <input type="checkbox"/> Comanche | <input type="checkbox"/> Hughes | <input type="checkbox"/> Marshall | <input type="checkbox"/> Pushmataha | |

Project Director Signature: _____ Date: _____

mm/dd/yy