

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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Oklahoma Counties Served by Agency

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

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

Project Director Signature: _____ Date: _____

mm/dd/yy