

**OKLAHOMA DEPARTMENT OF REHABILITATION SERVICES
ESS NEW CONTRACTOR FORM**

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, CESP, ACRE, etc.**): _____

Please select the "SES" contract to be able to provide Job Development & Placement Services.

Contracts requested for current fiscal year: ☐ SE ☐ ER ☐ JP ☐ SSE ☐ CE (For CRPs with VCU CE training Only)

☐ **SES *(Supplemental Employment Services)***

A. To initiate the contracting process, submit the following documents by e-mail:

1. Documentation of financial solvency documenting liquid assets or lines of credit of at least **\$50,000** for **Metro Contractors** or **\$25,000** for **Rural Contractors**
2. A copy of the CEO/Project Director's current **résumé**
3. A copy of the Project Director's **DRS Job Coach/Employment Consultant (EC) Training Certificate**;

AND/OR

For **Developmental Disabilities Services (DDS) Vocational Services Providers**, **Certificates of Completion of the DDS Employment Training Specialist Orientation I and II**

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

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

1. **Complete and submit ESS-A-005 Contractor Staff & Training Form**. For **all** employees who will be working under these contracts, list:
 - a. Full name
 - b. Date National Background Check was completed (**date only, do not send actual report**)
 - c. Start date
 - d. Respective salary
 - e. Training dates
2. Submit **training certificates** for any required training completed by each employee, prior to becoming a DRS Contractor.

C. 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 for signatures via the Adobe DC e-Sign process.

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Contractor Legal Business Name: _____

Oklahoma Counties Served by Agency

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|------------------------------------|-----------------------------------|-------------------------------------|---------------------------------------|--------------------------------------|
| <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: _____
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