

ATTACHMENT A
SOLICITATION NO. 0900000444

This Solicitation is a Contract Document and is a request for proposal in connection with the Contract awarded by the Office of Management and Enterprise Services as more particularly described below. Any defined term used herein but not defined herein shall have the meaning ascribed in the General Terms or other Contract Document.

Purpose

The Contract is awarded as a statewide contract for Notary Commission Services and Supplies. This contract provides a complete process. All services provided are to be provided in accordance with Oklahoma State Statutes, Title 49, and Notaries Public. The Oklahoma Secretary of State shall appoint and commission in this State, notaries public who should hold their office for four (4) years. The complete State Statutes can be found at the Oklahoma Secretary of State website, www.sos.ok.gov.

1. Contract Term and Renewal Options

The initial Contract term, which begins on the effective date of the Contract, is one (1) year and there are three (3) one-year options to renew the Contract.

2. Contract Obligations

Supplier obligations are set forth below at Exhibit 1.

Exhibit 1 to Attachment A

1.1. Supplier Responsibilities

- 1.1.1. Supplier shall be familiar with all statutory requirements as listed in O.S.S. Title 49. Supplier shall be able to provide all services and supplies necessary to maintain a Notary Commission. The Supplier shall provide all forms needed.
- 1.1.2. Supplier shall maintain e-mail and telephone assistance Monday through Friday, 8:30 am through 5:00pm.
- 1.1.3. Orders for a Notary Commission are to be processed within fourteen (14) business days after receipt of application.
- 1.1.4. Upon receipt of the Notary Commission, the supplier shall file a Surety Bond for \$1,000.00, signed by one or more sureties, with the Oklahoma Secretary of State office.
- 1.1.5. Supplier fees should include all shipping and handling.

1.2. New Notary Commission Service Specifications

- 1.2.1. Submit completed application, filing and payment of fees for Notary Commission with Oklahoma Secretary of State.
- 1.2.2. Complete application for four (4) year \$1,000 Notary Surety Bond
- 1.2.3. File completed application, to include fee payment, to the Oklahoma Secretary of State for the Notary Surety Bond.
- 1.2.4. Provide either a Notary Seal or Notary Stamp in either round or rectangular shape that complies with Title 49 of the Oklahoma State Statutes.
- 1.2.5. Provide a Notary Record Book.
- 1.2.6. Provide notification to Notary of Commission expiration date.

1.3. Renewal Notary Commission Service Specifications

- 1.3.1. Supplier shall notify Notary that the renewal application have been received and will be processed.
- 1.3.2. Complete application for four (4) year \$1,000 Notary Surety Bond.

- 1.3.3. File completed application, to include fee payment, to the Oklahoma Secretary of State for the Notary Surety Bond.
- 1.3.4. Provide either a Notary Seal or Notary Stamp in either round or rectangular shape that complies with O.S.S. Title 49.
- 1.3.5. Provide a Notary Record Book.
- 1.3.6. Provide notification to Notary of Commission expiration date.