

3812 N. Santa Fe, Suite 400  
P.O. Box 268812  
Oklahoma City, OK 73126-8812



State of Oklahoma  
Office of Juvenile Affairs

Main # (405) 530-2800  
FAX # (405) 530-2890

RECEIVED  
MAY 10 2013

Municipal Court Clerk's Office

May 9, 2013

City of Norman  
P. O. Box 370  
Norman, OK 73070

Subject: Option to Renew Contract for Crisis Intervention Center (CIC) for FY2014

Dear CIC Contractor:

Please be advised that OJA is exercising its option to renew the current CIC contract for FY14 (July 1, 2013 through June 30, 2014). Once a budget has been received and approved, your current Purchase Order will be updated for FY14.

If you plan to assign payment to a subcontractor and have not already done so, please submit an assignment affidavit. Both Budget forms and assignment affidavits are available on the OJA website listed below:

[http://www.ok.gov/oja/Community\\_Based\\_Youth\\_Services/FY2014\\_CIC\\_Budget.html](http://www.ok.gov/oja/Community_Based_Youth_Services/FY2014_CIC_Budget.html)

Budgets must be submitted by May 26, 2014 to the address below:

Office Of Juvenile Affairs  
Attn: John Wall  
3812 N. Santa Fe  
Oklahoma City, OK 73118

If you have any questions, please contact John Wall at 405.530.2851 or Kevin Clagg at 405.530.2986.

Sincerely,

A handwritten signature in dark ink, appearing to read "K. Clagg", written over the word "Sincerely,".

Kevin D. Clagg  
Department of Financial Services

CC: Crossroads Youth & Family Services, Inc.  
Contracts File CRL2014-369

# Community Intervention Center Budget

## FY2014

CONTRACTOR:

Crossroads Youth & Family Services Inc.

EXPENDITURE CATEGORIES	CITY	STATE	TOTAL
Personnel Salaries	\$ 61,268	\$ 167,632	\$ 218,900
FICA, Retirement, etc	\$ 6,282	\$ 16,286	\$ 22,517
Insurance (i.e. health, wrk comp)	\$ 21,860	\$ 42,741	\$ 64,621
Other (specify)			
<b>TOTAL PERSONNEL</b>	<b>\$ 89,380</b>	<b>\$ 216,658</b>	<b>\$ 306,038</b>
Individual Consultants	\$ -	\$ 2,500	\$ 2,500
Service Organizations			
<b>TOTAL CONSULTANTS/</b>	<b>\$ -</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>
<b>CONTRACTORS</b>			
<b>EQUIPMENT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Travel in-State miles	\$ -	\$ 1,500	\$ 1,500
per diem			
<b>TOTAL TRAVEL</b>	<b>\$ -</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
MAINTANCE/REPAIR	\$ 750	\$ 3,750	\$ 4,500
Rent (rate/no)	\$ 1,750	\$ 1	\$ 1,751
Postage			
Telephone	\$ 750	\$ 3,500	\$ 4,250
PRINTING/PUB/ADV/BINDING	\$ 250	\$ 2,000	\$ 2,250
Utilities	\$ 750	\$ 3,500	\$ 4,250
<b>MEMBERSHIP</b>			
Office Supplies/Postage	\$ 750	\$ 4,500	\$ 5,250
Food/personal supplies	\$ 170	\$ 2,228	\$ 2,398
OSBI/Drug Screening	\$ 100	\$ 1,200	\$ 1,300
Liability Insurance	\$ 250	\$ 2,250	\$ 2,500
Other (specify) Uniforms,	\$ 100	\$ 1,500	\$ 1,600
Training prevention prgms.			
<b>TOTAL SUPPLIES AND</b>			
<b>OPERATING EXPENSES:</b>	<b>\$ 5,620</b>	<b>\$ 24,429</b>	<b>\$ 30,049</b>
ATTORNEY TIME			
ADMINISTRATION			
<b>GRAND TOTALS</b>	<b>\$ 95,000.00</b>	<b>\$ 245,087.00</b>	<b>\$ 340,087</b>

*D. Elisabeth Winters*  
Signature and Date

**D. Elisabeth Winters**

Print Name

\*On a separate schedule, please indicate the number of FTE rate of pay for each.

\*If applicable, on a separate schedule, please provide cost breakout and justification

Revised 5/13/2013



**Office of Juvenile Affairs**  
OFFICE OF JUVENILE AFFAIRS  
3812 N SANTA FE STE 400  
OKLAHOMA CITY OK 73118

**Vendor:** 0000076924  
CITY OF NORMAN  
PO BOX 370  
NORMAN OK 73070-0370

## Purchase Order

### CHANGE ORDER

Dispatch via Print

Purchase Order	Date	Revision	Page
4009018486	08/15/2011	3 - 05/20/2013	1
Payment Terms	Freight Terms	Ship Via	
0 Days	Free on board at Destination	Common	
Buyer	Phone	Currency	
Tammy Conaughty	405/530-2800	USD	

**Ship To:** OFFICE OF JUVENILE AFFAIRS  
3812 N SANTA FE STE 400  
OKLAHOMA CITY OK 73118

**Bill To:** OFFICE OF JUVENILE AFFAIRS  
P O BOX 288812  
OKLAHOMA CITY OK 731288812

Tax Exempt? Y Tax Exempt ID: 736017987

Line-Sch	Cat CD	Item Id	Description	Quantity	UOM	PO Price	Extended Amt	Due Date
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1- 1	94121801 / 1000005426	1.0000	8R	241,879.5800	241,879.58	08/15/2011
	SERVICE Community based youth-Children and youth services Community based youth services					

Community Intervention Center

CO#1 Increase 10% of Budget Cuts. +\$3235.58 1-9-12CR

2- 1	94121801 / 1000005426	1.0000	8R	245,087.0000	245,087.00	07/01/2012
	SERVICE:Community based youth-Children and youth services Community based youth services					

\*\*CONTRACT PERIOD: 07/01/2012 THRU 06/30/2013

3- 1	94121801 / 1000005426	1.0000	8R	245,087.0000	245,087.00	07/01/2013
	SERVICE:Community based youth-Children and youth services Community based youth services					

\*\*CONTRACT PERIOD: 07/01/2013 THRU 06/30/2014

Total PO Amount

732,053.58

#### COMMENTS

All in accordance to the attached contract.

Contract Period: 7/1/11 through 6/30/12 with the option to renew for up to two (2) additional years at the same or modified terms and conditions.

OJA Contact: Dennis Gober at (405) 530-2838

CRL2012-369

Assignment: Crossroads Youth & Family Center, Inc.  
1850 W. Tecumseh Road  
Norman, OK 73069

CHANGE ORDER 2, ADD LINE 2 FOR FY13.....05/04/2012, JWW

Change Order #3: Exercise 2nd Option for renewal for FY 2014. New Contract Period:  
07/01/2013-06/30/2014. This action increased the PO by + \$245,087.00 from \$486,966.58 to \$732,053.58.  
TC 06/21/2013

Authorized Signature