



**DISTRICT COURT OF THE STATE OF OKLAHOMA
FOURTEENTH JUDICIAL DISTRICT**

Vicki A. Cox, J.D.
COURT ADMINISTRATOR

TULSA COUNTY COURTHOUSE
500 S. DENVER AVE.
TULSA, OKLAHOMA 74103-3832

TELEPHONE
(918) 596-5400

**INSTRUCTIONS TO ATTORNEYS
FOR SUBMISSION OF OFFERS TO CONTRACT
FY2020 (July 1, 2019 – June 30, 2020)**

READ THESE INSTRUCTIONS CAREFULLY

FAILURE TO FOLLOW THESE INSTRUCTIONS, FAILURE TO ANSWER ANY OF THE QUESTIONS CONTAINED IN THE APPLICATION, OR FAILURE TO SUBMIT ANY OF THE REQUIRED DOCUMENTS MAY RESULT IN REJECTION OF THE OFFER TO CONTRACT.

1. The application should contain your original signature pages. Copies of the signed pages should be attached to each of the additional copies. If you need additional space for answers, please attach addendum pages directly behind the question to which you are responding.
2. You must include a current resume with your original Offer and each of the copies.
3. Submit your Offer packet stapled. **DO NOT BIND IN A PERMANENT MANNER.**
4. Each Offer must be submitted separately in a sealed envelope or box containing one (1) complete original Offer and three (3) complete copies. The sealed envelope or box must be clearly marked FY-2020 OFFER TO CONTRACT and must clearly identify that the Offer is for a PARENT REPRESENTATION IN DEPRIVED CHILD CASES CONTRACT. Offers sent via facsimile or in unmarked or unsealed envelopes will be rejected.
5. **QUESTIONS REGARDING ADMINISTRATIVE OR PROCEDURAL MATTERS MAY BE DIRECTED TO THE COURT ADMINISTRATOR, (918) 596-5400.**
6. Sealed Offers will be accepted at the Court Administrator's office Monday through Friday, between 8:30 a.m. and 5:00 p.m. **The deadline for submitting a sealed Offer is 4:30 PM, Monday, June 10, 2019. (THERE WILL BE NO EXCEPTIONS TO THIS REQUIREMENT.)**