

County Request No. 138

**REQUEST FOR LEGAL SERVICES**

This form is used to provide legal opinions and contract approval by the District Attorney's Office. Only that advice that is related to a pending or potential claim against the County or its officers and employees is protected by the attorney-client privilege. Opinions that are privileged should not be disclosed to anyone or the privilege may be waived.

All legal opinions and approvals rendered are based only on the documentation and information stated below or attached to this form and, thus, it is important that all relevant facts and information be provided at the time of review. Please advise the District Attorney's Office of new or additional information, as it may cause the opinion to change. In all cases, the opinions of the District Attorney's Office are not binding on the County, its officers or employees and may be followed or disregarded in the discretion of the elected official.

Date of Request: 03/28/2025 Department: JJC

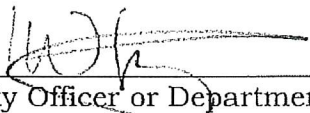
State the nature of the legal request: \_\_\_\_\_

Please review and approve Reaccreditation Contract between BOCC on behalf of OCJB and American Correctional Association to conduct a reaccreditation audit for Bureau. Requisition #12505951 in the amount of \$9,700 has been issued to American Correctional Association. Requested by Hannah Whipp.

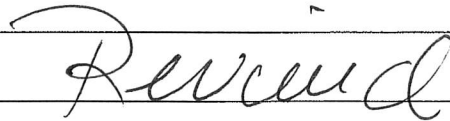
**RECEIVED**

**MAR 29 2025**

**CIVIL DIVISION  
DISTRICT ATTORNEY**

  
County Officer or Department Director

Reply of District Attorney's Office: \_\_\_\_\_



Date of Reply: 3/31/25 

Assistant District Attorney

## AMERICAN CORRECTIONAL ASSOCIATION

### REACCREDITATION CONTRACT

THIS CONTRACT is made by and between the American Correctional Association, hereinafter referred to as the "Association," and the undersigned, the Oklahoma County Board of County Commissioners, hereinafter referred to as the "Agency."

#### WITNESSETH:

WHEREAS, the Association has been established and exists for the purpose of improving correctional agencies, institutions and programs through the process of accreditation; and,

WHEREAS, accreditation is a process administered by an impartial, elected Commission which certifies whether or not an agency, institution or program meets and maintains compliance with American Correctional Association standards in order to be accredited; and,

WHEREAS, the Association has developed the Manual of Standards for Juvenile Probation and Aftercare Services, second edition, and the 2016 Standards Supplement, containing standards approved for the accreditation of such agencies, facilities, and programs; and,

WHEREAS, the commission is in the process of accrediting Juvenile Probation and Aftercare Services, throughout the United States; and,

WHEREAS, the Agency realizes the benefits accruing from accreditation and wishes to seek accreditation from the Commission.

NOW, THEREFORE, in consideration of the mutual covenants and conditions, the parties hereby agree as follows:

1. The Agency:

- a. Accepts the standards and criteria for reaccreditation, including subsequent modifications or amendments thereto;
- b. Has statutory and/or other legal authority to enter into this Contract with reference to its decision to seek reaccreditation for the following specified agencies, facilities or programs:

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**Oklahoma County Juvenile Bureau Court Services Department**

- c. Will adhere to the policies and procedures of the Commission and the Association with reference to the reaccreditation process as stated in the Agency Manual of Accreditation Policy and Procedure, and other documents supplied by the Association; and
  - d. Will strive at all times to achieve and/or maintain the reaccreditation status, as specified in the Agency Manual of Accreditation Policy and Procedure.
2. The Association shall:
- a. Use only standards approved by the American Correctional Association in the reaccreditation process, making judgments of compliance based on written documentation, visual confirmation, or both;
  - b. Provide information on the reaccreditation program and process, and the participation of the agency, facility or program therein, to the Agency's governing and/or contract authority;
  - c. Conduct an orientation to the reaccreditation program and process, if requested, at the Agency's expense;
  - d. Cooperate with the Agency, its Administrator, Accreditation Manager, and staff in requests for assistance, information, and materials required in the implementation and conduct of the reaccreditation process;
  - e. Appoint all auditors/consultants based upon their experience and demonstrated knowledge;
  - f. Conduct reconsideration hearings using procedures approved by the Association and the Board of Commissioners;
  - g. Agree that all materials provided, and information gathered, will be held in strict confidence consistent with the professional contractor/client relationship. Accreditation information will be shared among the Commission, officers, auditors and staff on a need to know basis.
  - h. Provide to the agency, facility, or program if awarded reaccreditation, a Certificate of Accreditation; this certificate shall identify the agency, facility or program and the year in which accreditation is awarded; the certificate and all copies and facsimiles remain the property of the American Correctional Association, and shall be returned to the Association upon the expiration or loss, for any reason, of accreditation; and,

- i. Publish the name of the accredited agency, facility or program in an annual summary.
3. The Agency hereby covenants and agrees to pay a reaccreditation fee in the amount of **\$9,700.00** payable without deduction or refund as stipulated in the following schedule:
  - a. In consideration of preparation, planning and activating the reaccreditation process for the herein named agency, facility or program which involves staff time and other expenses, 50% of the total reaccreditation fee **\$4,850.00** shall be made payable within 30 days from the commencement of this contract.
  - b. In consideration of completion of the standards compliance audit, the remaining 50% of the total reaccreditation fee **\$4,850.00** shall be due 30 days after completion of the audit. **The total fee must be paid in full to receive your certificate of accreditation.**
4. Upon prior written approval, the Agency agrees to pay in addition to the other reaccreditation fees provided herein, for the actual cost of field consultation services to the facility/program, which are requested in writing by the agency, and prior to fees being incurred. The cost will be \$4,500.00 for technical assistance; \$6,500.00 for a mock audit.
5. Postponement of Audit and/or Termination of Contract
  - a. The Agency may terminate this Contract upon 30 days written notice to the Association. The Association may terminate this Contract for cause, upon 30 days written notice to the Agency. The Association's decision of termination may be appealed by the Agency within 30 days of notification of the decision.
  - b. All reaccreditation, administrative, and annual fees due are payable as of the effective date of termination, shall remain a debt to the Association, and all fees paid are non-refundable.
6. This Contract shall be governed in all respects by the laws of the State of Oklahoma.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be signed by their duly authorized representatives. The dates of the contract period will be adjusted in accordance with the date of the agency's signature.

For the:

Oklahoma County Juvenile  
Detention Center

By: Hank Dwyer

Title: Oklahoma County Juvenile  
Bureau Director

Date: 3/5/05

AMERICAN  
CORRECTIONAL  
ASSOCIATION

By: Brian P. White

Title: ~~Executive Director~~ CFO

Date: 3/7/05

Please send invoice to:

Name: Grant Billingsley, Business Manager

Facility: Oklahoma County Juvenile Bureau

Address: 5905 N. Classen Court,  
Oklahoma City, OK 73118

Telephone: 405-713-6439

Email: grant.billingsley@oklahomacounty.org

Please return all documents and remit payments to:  
American Correctional Association  
Standards & Accreditation Department  
206 N. Washington Street, Suite 200  
Alexandria, VA 22314-2528

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

My Commission Expires: \_\_\_\_\_  
Notary Public

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

**BOARD OF COUNTY COMMISSIONERS**  
Oklahoma County, Oklahoma

\_\_\_\_\_  
**Myles Davidson, Chairman**

\_\_\_\_\_  
**Brian Maughan, Member**

\_\_\_\_\_  
**, Member**

**ATTEST:**

\_\_\_\_\_  
**Maressa Treat, County Clerk**

Bill To  
 JUVENILE JUSTICE BUREAU  
 5905 N. CLASSEN COURT  
 SUITE 400  
 OKLAHOMA CITY, OK  
 73118

Requisition 12505951-00 FY 2025

Acct No:  
 10152600-54455  
 Review:  
 Buyer: 6065cbgrab1  
 Status: Released

Page 1

Vendor  
 AMERICAN CORRECTIONAL ASSOCIATION (ACA)  
 ACA CONFERENCE REGISTRATION  
 10900 GRANITE ST  
 CHARLOTTE, NC 28273

Ship To  
 JUVENILE JUSTICE BUREAU  
 5905 N. CLASSEN COURT  
 SUITE 400  
 OKLAHOMA CITY, OK 73118

Deliver To  
 JUVENILE JUSTICE BUREAU  
 5905 N. CLASSEN COURT  
 SUITE 400  
 OKLAHOMA CITY, OK 73118

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
03/27/25	1002161				Juvenile Justice Bureau

LN Description / Account	Qty	Unit Price	Net Price
001 Blanket-Contract for Professional Services for the Oklahoma County Juvenile Bureau Court Services ACA Reaccreditation.	9700.00 EACH	1.00000	9700.00

1 10152600-54455 9700.00

Ship To  
 JUVENILE JUSTICE BUREAU  
 5905 N. CLASSEN COURT  
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 SUITE 400  
 OKLAHOMA CITY, OK 73118

Requisition Link

Requisition Total 9700.00

\*\*\*\*\* General Ledger Summary Section \*\*\*\*\*

Account	Amount	Remaining Budget
10152600-54455	9700.00	40909.39
Juvenile Bureau	Professional Services-Other	

\*\*\*\*\* Approval/Conversion Info \*\*\*\*\*

Activity	Date	Clerk	Comment
Approved	03/27/25	Grant Billingsley	Auto approved by orig/apprvr:

Bill To  
 JUVENILE JUSTICE BUREAU  
 5905 N. CLASSEN COURT  
 SUITE 400  
 OKLAHOMA CITY, OK  
 73118

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AMERICAN CORRECTIONAL ASSOCIATION (ACA)	JUVENILE JUSTICE BUREAU
ACA CONFERENCE REGISTRATION	5905 N. CLASSEN COURT
10900 GRANITE ST	SUITE 400
	OKLAHOMA CITY, OK 73118
CHARLOTTE, NC 28273	

Deliver To  
 JUVENILE JUSTICE BUREAU  
 5905 N. CLASSEN COURT  
 SUITE 400  
 OKLAHOMA CITY, OK 73118

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
03/27/25	002161				Juvenile Justice Bureau

LN	Description / Account	Qty	Unit Price	Net Price
Approved	03/27/25 Hannah whipp	Auto approved by orig/apprvr:		
Queued	03/27/25 Albert Rodriguez	Auto approved by orig/apprvr:		
Queued	03/27/25 Deborah McDonald	Auto approved by orig/apprvr:		
Queued	03/27/25 Maria Pinley	Auto approved by orig/apprvr:		
Queued	03/27/25 Sheena McGrady	Auto approved by orig/apprvr:		
Queued	03/27/25 Chantel Boso	Auto approved by orig/apprvr:		
Pending	Chantel Boso	Auto approved by orig/apprvr:		
Pending	Ashley Franklin	Auto approved by orig/apprvr:		
Pending	Ashley McMichael	Auto approved by orig/apprvr:		
Pending	Lauren Adkison	Auto approved by orig/apprvr:		
Pending	Long Tran	Auto approved by orig/apprvr:		