

## CONSULTING SERVICES AGREEMENT

This Agreement entered into by and between the Oklahoma County Criminal Justice Authority, a public trust, hereinafter called the "OCCJA," and Christine Cave of Employers Legal Resource Center, hereinafter called "Contractor," constitutes the entire Agreement between the OCCJA and Contractor.

### ARTICLE I QUALIFICATIONS

Contractor is a private entity and not an agent of the OCCJA.

Contractor agrees to investigate on behalf of the OCCJA and report to counsel for the OCCJA as provided for in this agreement. The scope of services will be set by the District Attorney's Office and adjusted as needs arise or change.

### ARTICLE II AGREEMENT PERIOD

This Agreement shall become effective August 15, 2025, and shall terminate at the close of June 30, 2026.

### ARTICLE III NO PERSONAL BENEFIT TO OFFICIALS AND EMPLOYEES

No official or employee of the OCCJA or any other employee of the OCCJA shall receive any share or part of the fees paid under the Agreement, or any benefit that may arise therefrom, and no employee of the OCCJA or Trustee, officer, official, or employee of the OCCJA shall serve as an employee of the Contractor's organization.

### ARTICLE IV ALLOWABLE COST AND PAYMENT

Contractor will provide investigation services and consultation to counsel for the OCCJA, reporting only to the District Attorney's Office of Oklahoma County. In return for the services provided, the OCCJA agrees to pay Contractor \$300.00 per hour, not to exceed Twenty-five Thousand Dollars (\$25,000), without additional written approval.

Payment for services rendered will be made only upon receipt of documented billing claims. These billing claims shall be submitted, as required, but no more often than monthly in the format and in accordance with procedures prescribed

by the OCCJA. All billing under this Agreement shall be submitted to the District Attorney's office for preliminary approval.

Billing Errors: In the event billing claims are subsequently disallowed by the OCCJA pursuant to the Agreement, the Contractor shall repay the OCCJA on demand, the amount of any such disallowed claim(s) or at the discretion of the OCCJA may deduct such amounts from subsequent payments to be made to the Contractor hereunder without prejudice however to the OCCJA's right thereafter to establish the appropriateness of any billing under this Agreement.

#### ARTICLE V SPECIAL PROVISIONS

There are no special provisions.

#### ARTICLE VII        EQUAL OPPORTUNITY AND DISCRIMINATION

The OCCJA and the Contractor agree they are equal opportunity employers and in compliance with Federal regulations, at Title 45, Code of Federal Regulations, Part Eighty (80) (which implement P.L. 88-352 Civil Rights Act of 1964) and execute orders there under and the Rehabilitation Act of 1973, as amended, including but not limited to, giving equal opportunity both to those seeking employment and those seeking services without regard to race, color, religion, sex, national origin or handicap.

#### ARTICLE VIII        LIABILITY

Contractor shall perform the work under this Agreement as an independent contractor and agree that the OCCJA is to be free from all liabilities and damages resulting from his performance hereunder.

Contractor agrees not to hold OCCJA liable for any personal loss of property or personal injury or death, which may result from rendering of any services by Contractor pursuant to this Agreement.

#### ARTICLE IX COMPLIANCE WITH LAW

Contractor agrees to comply with all applicable State and Federal Laws, statutes, regulations, rulings or enactments of any governmental authorities that are applicable to this Agreement. Observance of and compliance shall be the responsibility of Contractor without reliance on, or superintendent of, or direction

by the OCCJA.

Contractor understands they are responsible for payment of wages and benefits required by federal law (i.e., FICA) to any person employed by Contractor to fulfill obligations of this contract.

#### ARTICLE XII OWNERSHIP INFORMATION

Contractor affirms that no person who has ownership or controls interest in, or is an agent or managing employee, has been convicted of a criminal offense involving moral turpitude.

#### ARTICLE XIII CANCELLATION TERMINATION

Either party may terminate this Agreement at any time for any reason.

#### ARTICLE XIV MODIFICATION

Contractor is not authorized to change any provision of this Agreement. All changes shall be consummated by formal written amendment agreed and executed by both the OCCJA and Contractor.

This Agreement is made in the State of Oklahoma and shall be governed by the laws of the State of Oklahoma, and Article 10 Section 26 of the Oklahoma Constitution.

For the faithful performance of the terms of this Agreement the parties hereto in their capacities as stated affix their signatures.

APPROVED this 15<sup>th</sup> day of August, 2025.

Contractor

  
Employers Legal Resource Center  
Contractor

Oklahoma County Criminal Justice  
Authority

\_\_\_\_\_  
Chairman or Approved Signatory

Approved as to Form:

DISTRICT ATTORNEY'S OFFICE:

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