



OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES

PROCEDURE #: AQ-004

CENTRAL PURCHASING

PAGE 1 OF 2

Requisition through Central Purchasing

Effective Date: February 1, 2014

Agency determines type of acquisition:

1. OPEN MARKET:

1.1. Requisition is entered in PeopleSoft¹ E-Procurement.

1.1.1. Item ID must be used on all inventory related requisitions.

1.1.2. If requirement is for services, the Service Justification term must be included on the requisition.

1.1.2.1. The term is entered through PeopleSoft located under Add Comments in the Header Section of the Maintain Requisition page.

1.1.2.2. Click on the Copy Standard Comment hyperlink.

1.1.2.3. Enter SVC under comment type.

1.1.2.4. Enter JUST under Comment ID.

1.2. Enter agency's procurement contact information including phone and email address in the "Add/Edit Comments" section in the Header Section.

1.2.1. If Sole Source / Sole Brand, identify in PeopleSoft: Line > Details (tab) > SS Flag (check box) > Line SSrc Type (search)

1.3. Submit Requisition to Workflow in E-Procurement

1.3.1. Requisition must be approved in PeopleSoft workflow by the Chief Administrative Officer of the state agency, or their designee within the requisitioning unit of the state agency.

1.3.2. Special Instructions: need to be included in an attachment with the requisitions. Special instructions include rush orders, special delivery, grant information, request to evaluate responses, etc.

1.3.2.1. List of suggested vendor(s): enter in the "Add/Edit Comments" section in the Header Section in PeopleSoft, or electronically attach to requisition.

1.3.2.2. Specifications:

1.3.2.3. If specifications are not attached to the requisition electronically in PeopleSoft, E-Procurement then submit the specifications to Central Purchasing using form OMES-CP-SOLICITATION-FULL².

1.3.2.4. Agency should attach all specifications and related information to the requisition electronically in E-Procurement.

1.3.2.5. Evaluation method: state if:

1.3.2.6. Lowest and best;

1.3.2.7. Best value (include evaluation scoring tool)

¹ Instructions for entering requisitions are located at the CORE website under "Purchasing Training Manuals" manuals at <http://www.ok.gov/OSF/CORE/Financials/index.html>.

² found on the OMES website under CP Forms, https://www.ok.gov/dcs/searchdocs/app/index.php?CATEGORY_ID=2&UNIT_ID=8&START_DATE=MM%2FDD%2FYYYY&END_DATE=MM%2FDD%2FYYYY&DATE_TYPE=0&KEYWORD=&LISTINGS_PER_PAGE=5&button=Search



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PAGE 2 OF 2

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2. SOLE SOURCE (for more information, see Procurement Information Memorandum (PIM) 99-03³):
 - 2.1. Follow step 1.1
 - 2.2. Submit Requisition to Central Purchasing.
 - 2.2.1. Signature: requisition must be signed by the Chief Administrative Officer of the state agency or the Chief Administrative Officer of the requisitioning unit of the state agency.
 - 2.2.2. Special Instructions: need to be included in a cover letter with the requisitions. Special instruction instructions would include rush orders, special delivery, grant information, request to evaluate responses, etc.
 - 2.2.3. Specifications: attach the specifications with the requisition if they are not included in the requisition in PeopleSoft,
 - 2.2.4. Certifications:
 - 2.2.4.1. OMES-FORM-CP-002, Sole Source/Sole Brand Certification signed by the Chief Administrative Officer.
 - 2.2.4.2. OMES-FORM-CP-004, Certification for Competitive Bid and/or Contract, with the Supplier authorized signature.
 - 2.2.5. Quote from vendor verifying price and terms. Quote must be current within 30 days or show a statement from vendor of a quote expiration date.
3. SOLE BRAND (for more information, see PIM 99-03³):
 - 3.1. Follow step 1.1
 - 3.2. Submit Requisition to Central Purchasing.
 - 3.2.1. Signature: requisition must be signed by the Chief Administrative Officer of the state agency or the Chief Administrative Officer of the requisitioning unit of the state agency.
 - 3.2.2. Special Instructions: need to be included in a cover letter with the requisitions. Special instructions include rush orders, special delivery, grant information, request to evaluate responses, etc.
 - 3.2.3. List of suggested vendor(s): enter in the "Add/Edit Comments" section in the Header Section in PeopleSoft, or attached to requisition
 - 3.2.4. Specifications: attach the specifications with the requisitions if they are not included in the requisition in PeopleSoft
 - 3.2.5. Certifications:
 - 3.2.5.1. OMES-FORM-CP-002, Sole Source/Sole Brand Certification signed by the Chief Administrative Officer.
 - 3.2.5.2. OMES-FORM-CP-004, Certification for Competitive Bid and/or Contract, with the Supplier authorized signature.
4. GENERAL SERVICE ADMINISTRATION (GSA) (for more information, see PIM 00-02³).
5. INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS
 - 5.1. Follow step 1.1 and 1.2
 - 5.2. OSF FORM 115, Agency Requisition Request⁴ must be signed and approved by OMES/ISD.

³ http://www.ok.gov/DCS/Central_Purchasing/CP_Announcements/index.html

⁴ http://www.ok.gov/OSF/Information_Services/Information_Services_Forms.html