

	Office of Management and Enterprise Services	
	PROCEDURE: # AQ-005	CENTRAL PURCHASING
Agency Internal Requisition		Effective Date: February 1, 2014

Types of Acquisition:

1.0. OPEN MARKET

(unless the state agency has different established dollar thresholds within their approved internal purchasing procedures):

1.1. Not exceeding \$5,000:

- 1.1.1. Shall be awarded based on fair and reasonable; and
- 1.1.2. The acquisition is made by P-Card.

1.2. Over \$5,000 and not exceeding \$10,000:

(Applicable only to an agency with an internal Certified Procurement Officer (CPO) or a designated CPO through an interagency agreement and approved internal purchasing procedures).

- 1.2.1. Shall be awarded based on lowest and best or best value criteria;
- 1.2.2. A minimum of three (3) vendors shall be solicited from the Central Purchasing Division (CP) registered vendor list with vendor selection being rotated; and
- 1.2.3. Office of Management and Enterprise Services/Central Purchasing (OMES/CP) OMES-FORM-CP-004, Certification for Competitive Bid and/or Contract.

1.3. Over \$10,000 and not exceeding \$25,000:

(Applicable only to an agency with an internal Certified Procurement Officer (CPO) or a designated CPO through an interagency agreement and approved internal purchasing procedures).

- 1.3.1. Shall be awarded based on lowest and best or best value criteria;
- 1.3.2. A minimum of ten (10) vendors shall be solicited (Central Purchasing recommends utilizing OMES-AGENCY-SOLICITATION-FULL or OMES-AGENCY-SOLICITATION-SHORT found on the OMES/CP website under CP Forms) from the Central Purchasing Division registered vendor list for that commodity code along with any other vendors identified by the state agency, with vendor selection being rotated; and
- 1.3.3. OMES-FORM-CP-004, Certification for Competitive Bid and/or Contract.

1.4. Over \$25,000 and not exceeding \$50,000:

(Applicable only to an agency with an internal Certified Procurement Officer (CPO) or a designated CPO through an interagency agreement and approved internal purchasing procedures).

- 1.4.1. Shall be awarded based on lowest and best or best value criteria;
- 1.4.2. All vendors shall be solicited (OMES-CP recommends utilizing OMES-AGENCY-SOLICITATION-FULL or OMES-AGENCY-SOLICITATION-SHORT found on the OMES/CP website under CP Forms) from the Central Purchasing Division registered vendor list for that commodity code along with any other vendors identified by the state agency; and
- 1.4.3. OMES-FORM-CP-004, Certification for Competitive Bid and/or Contract.

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1.5. Over \$50,000 and not exceeding \$100,000:
(Applicable only to an agency with an internal Certified Procurement Officer (CPO) or a designated CPO through an interagency agreement and approved internal purchasing procedures).

1.5.1. A request by the state agency and approval from the State Purchasing Director prior to making acquisitions over \$50,000;

1.5.2. Shall be awarded based on lowest and best or best value criteria;

1.5.3. All vendors shall be solicited (OMES-CP requires utilizing OMES-AGENCY-SOLICITATION-FULL or OMES-AGENCY-SOLICITATION-SHORT solicitation packages¹) from the Central Purchasing Division registered vendor list for that commodity code along with any other vendors identified by the state agency, with vendor selection being rotated.

1.5.4. OMES-FORM-CP-004, Certification for Competitive Bid and/or Contract (included in solicitation packages)

2.0. PROFESSIONAL SERVICES

2.1. Service Justification term must be included on the requisition.

2.1.1. The term is entered through PeopleSoft E-Procurement located under Add Comments in the Header Section of the Maintain Requisition page.

2.1.2. Click on the Copy Standard Comment hyperlink.

2.1.3. Enter SVC under comment type.

2.1.4. Enter JUST under Comment ID.

2.2. If, competitively bid, OMES-FORM-CP-004, Certification for Competitive Bid and/or Contract;

2.3. OMES-FORM-CP-021, Professional Service Certification; and

2.4. Sign two (2) original copies of contract for distribution to Agency and Vendor.

3.0. FIXED RATE (for more information see PIM 07-01²)
(Applicable only if an agency Fixed Rate rules have been approved by Central Purchasing).

3.1. OMES-FORM-CP-004, Certification for Competitive Bid and/or Contract;

3.2. OMES-FORM-CP-009, Fixed Rate Affidavit

¹ Found on the DCS website under CP Forms http://www.dcs.state.ok.us/DCS_forms.nsf

² http://www.ok.gov/DCS/Central_Purchasing/CP_Announcements/index.html

4.0. INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS

("Open Market Acquisitions")

All IT / Telecom acquisitions require OSF FORM 115, Agency Requisition Request³ must be signed and approved by OSF prior to making acquisition.

Verify item being acquired meets accessibility standards pursuant to Title 62 Section 41.5t. VPATs related to information technology can be found on the DCS website -

[http://www.ok.gov/DCS/Central_Purchasing/VPAT & Accessibility.html](http://www.ok.gov/DCS/Central_Purchasing/VPAT_&_Accessibility.html)

5.0. EMERGENCY

- 5.1. Select a vendor or a group of vendors to notify utilizing telephone, facsimile or electronic commerce.
- 5.2. Requisitions shall not exceed One Hundred Thousand Dollars (\$100,000.00).
- 5.3. Submit a requisition to the State Purchasing Director within five (5) days following the acquisition together with a statement and appropriate documentation of the emergency.

³ http://www.ok.gov/OSF/OSF_Forms/index.html