



**CPO Announcement**

**State of Oklahoma  
Office of Management and Enterprise Services**

**DATE:** Jan. 15, 2025.

**TO:** All CPOs.

**FROM:** Office of Management and Enterprise Services.

**SUBJECT:** Fiscal year 2025 deadlines.

**PRIMARY CONTACTS:**

Central Purchasing solicitations: Jason LaPierre, email: [jason.lapierre@omes.ok.gov](mailto:jason.lapierre@omes.ok.gov).

Central Purchasing other requisitions: Lesli Bajema, email: [lesli.bajema@omes.ok.gov](mailto:lesli.bajema@omes.ok.gov).

Construction and Properties: Josh DeBaud, 405-521-2565; email: [joshua.debaud@omes.ok.gov](mailto:joshua.debaud@omes.ok.gov).

Real Estate and Leasing Services: Ramona Parker, 405-343-2531; email: [ramona.parker@omes.ok.gov](mailto:ramona.parker@omes.ok.gov).

**PURPOSE:**

For use by state agencies and other governmental entities, OMES Central Purchasing, OMES Construction and Properties and OMES Real Estate and Leasing Services are jointly announcing the fiscal year 2025 deadlines.

OMES asks for your cooperation and assistance in the FY 2025 closeout by submitting all remaining requisitions as soon as possible. The below deadlines are intended as guidance for when OMES can reasonably process your requisitions before the end of the fiscal year; therefore, if you are able to submit sooner, please do not wait until the deadline.

**If there are concerns with meeting a deadline, please contact CP, CAP or REALS, respectively, as soon as possible to discuss options.**

## CENTRAL PURCHASING

The **Central Purchasing** deadlines for the submission of current fiscal year 2025 requisitions are as follows:

- **March 3, 2025** – Requisitions with complex specifications or lengthy evaluation.
- **March 24, 2025** – Requisitions with straightforward specifications and evaluation.
- Change orders for contract renewals will be processed internally by the agency.

Please make sure solicitation documents and other requisition attachments are accurate and complete. Missing or incomplete documentation will delay review and prevent a timely award.

If an agency decision is made to terminate a contract, be sure to review the contract terms to determine the required time period for notice of cancellation or non-renewal to the supplier. Notify Central Purchasing in writing a minimum of 15 days prior to the timeframe noted in the contract for the notice. For example, if the contract term requires a 30-day notice to the supplier for non-renewal, the written notice of the agency decision not to renew must be received by Central Purchasing 45 days prior to the end of the current contract period.

**Prior fiscal year(s) funded requisitions and purchase orders:** In addition to the current fiscal year deadlines noted above, we request your cooperation and assistance in reviewing and closing requisitions and purchase orders with prior fiscal year(s) funding. This request also includes prior fiscal year(s) purchase order lines on multi-year purchase orders. It is important to make sure you dispatch after you close the purchase order or purchase order line. See [PO Close Steps](#) to review and close POs and PO lines.

## CONSTRUCTION AND PROPERTIES

The **Construction and Properties** deadlines for the submittal of current fiscal year 2025 requisitions are as follows:

- **May 1, 2025** – Requests for any construction project to be publicly bid, whether over or under \$100,000.00 in value. Please make certain bid documents are fully executed, as incomplete bid documents may delay the bid schedule and not allow a timely award.
- **June 1, 2025** – Requests for small projects of \$100,000.00 and below for award on agency solicited quotes. Provide a complete package of required procurement documents as outlined in [CAP Form M800](#). Requests for the value-added programs are also due at this time.
- **June 1, 2025** – Contract renewals require a Funding Change Order Request (CAP Form 010A) and a signed purchase order. Current forms are available on the [CAP website](#). If you choose to cancel your contract, please notify CAP in writing **no fewer than 40 days** before the end of the current time period on the contract.

**Tips for proper completion of CAP bid documents:**

- Please make sure all drawings and specifications are complete. Incomplete specifications or drawings, proprietary bids or those prepared by vendors will delay the start of your project.
- If a consultant is required to prepare the drawings and specifications but is not yet selected, please start the selection process immediately as outlined in Owner's Representative (Consultant) Selection Process ([CAP Form M100](#)).
- For projects under \$2.5 million and a consultant fee under \$250,000, our Indefinite Delivery Indefinite Quantity (IDIQ) program contracts are available to expedite this process.

**CAP requisitions and purchase orders:**

- Requisitions are approved internally and no longer need to be processed or approved through Construction and Properties.
- All POs above the statutory amount of \$10,000 require review, approval and signature of the Capital Assets Management Administrator unless an exemption is applicable.
- Current CAP forms are available on the website under [Construction and Properties Forms](#).

**Value-added programs:**

Please note, CAP offers several value-added (pre-bid) programs:

- Elevator Maintenance Program.
- IDIQ Consultant Services Program.
  - Architectural and engineering.
  - Construction inspection (oversight).
  - Environmental abatement.
  - Environmental consulting.
  - Geotechnical/materials testing.
  - Land surveying.
  - Real estate appraisers.
- Paving Program.
- Roof Asset Management Program (RAMP).

Please submit questions regarding the Construction and Properties notice to Josh DeBaud at 405-521-2565 or [joshua.debaud@omes.ok.gov](mailto:joshua.debaud@omes.ok.gov).

## **REAL ESTATE AND LEASING SERVICES**

The **Real Estate and Leasing Services** deadline for the submittal of change orders for contract renewals that follow the fiscal year is **June 1, 2025**.

It is important the **renewal request** is submitted **a minimum of 30 days in advance** of the expiration of the current contract period. If a new lease is required, the request for the **new lease** should be submitted **a minimum of 90 days in advance** of the expiration of the last option to renew in the current lease contract.

Please submit questions regarding the Real Estate and Leasing Services notice to Ramona Parker at 405-343-2531 or [ramona.parker@omes.ok.gov](mailto:ramona.parker@omes.ok.gov).