



Email completed form to the State Use Program office at [sureports@omes.ok.gov](mailto:sureports@omes.ok.gov) for consideration.

This form is used when a qualifying State Use supplier requests to add a product and/or service to the State Use Procurement Schedule. Products and services found eligible will be presented before the State Use Committee for review and final approval.

To comply with State Use statutory requirements, the products must be directly manufactured, produced, processed and/or assembled by the supplier and people with disabilities, and must add value per 74 O.S. § 3003 (6), (7), (8) and (9).

### SUPPLIER INFORMATION

Company name

Address

Contact name

Phone

Email

### PRODUCT AND/OR SERVICE INFORMATION

Detailed product and/or service description

Quantity or count per package/box/case (products only)

Unit of measure (box, case, each, square foot, etc.)

Requested selling price

Is shipping included in selling price?

Yes

No

Contract requesting product and/or service to be added to:

Is the product and/or service easily comparable on the open market? If yes, please list sources (web links, etc.):

If no, please describe the reason, difference, etc., including your cost analysis:

### REASON TO ADD PRODUCT/SERVICE

1. Has a state agency/political subdivision requested the above-named product and/or service?

Yes  No

2. If "Yes" to Question 1, attach documentation of the request(s) and list the attachments here:

3. If "No" to Question 1, explain rationale for requesting adding a product and/or service to a contract:

## VALUE ADD STATEMENT

Please provide your Value Add statement and a detailed work description (process involved in the product/service):

## SIGNATURES

Supplier authorized name	Supplier authorized signature
Supplier authorized title	Date

**PLEASE PROVIDE AT LEAST ONE PICTURE OF THE PRODUCT REQUESTED FOR COMPARISON PURPOSES.**