



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

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**PROCUREMENT INFORMATION MEMORANDUM 2001-01**

TO: All Certified Procurement Officers

REVISION DATE: January 1, 2015

SUBJECT: Professional Services Contract Evaluations

The Central Purchasing Act (74 O.S., Section 85.41B) reads as follows:

"The state agency shall evaluate the performance of the professional services provided pursuant to a professional services contract exceeding the "fair and reasonable" dollar threshold. The performance evaluation shall indicate the quality of service or work product of the supplier. The state agency shall retain the evaluation in the document file the state agency maintains for the acquisition pursuant to Section 85.39 of this title. If the evaluation indicates deficiencies with the supplier's work, the state agency shall send a copy of the evaluation to the State Purchasing Director."

Only copies of those evaluations indicating performance deficiencies are sent to the State Purchasing Director. Professional Service Contract evaluations which indicate satisfactory performance are to be maintained by the state agency as part of the acquisition file.

State agencies shall use, Professional Service Evaluation (OMES-FORM-CP-017SA), to document performance when acquiring services within their own delegated dollar authority. Incomplete forms submitted to Central Purchasing will be returned to state agencies. The form can be accessed on the Office of Management and Enterprise Services/ Central Purchasing Division web page at [http://www.ok.gov/DCS/Central\\_Purchasing](http://www.ok.gov/DCS/Central_Purchasing)

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A handwritten signature in blue ink, appearing to read "Scott Schlotthauer".

Scott Schlotthauer  
State Purchasing Director