CPO Announcement

State of Oklahoma
Office of Management and Enterprise Services

Updated requirements for all state agencies submitting IT ePro requisitions for solicitations

Effective Jan. 31, 2024, all state agencies submitting an IT ePro requisition for a solicitation of competitive bids, regardless of the dollar value of the acquisition, will be required to submit a ticket through the ServiceNow (SNOW) ticketing system via: SNOW Project Initiation Request (PIR). This step must be completed prior to the input of any ePro requisition for a solicitation in PeopleSoft.

This Project Initiation Request (PIR) process will engage an IS technical stakeholder for initial review and engagement. This will provide the stakeholder with the opportunity to assist the agency with its IT acquisition and avoid unforeseen circumstances and delays in processing. Submission of the PIR will generate a ServiceNow email confirmation to the requesting agency which will contain the PIR Demand Number. Once the agency has engaged with the assigned IS stakeholder, the agency may then begin the ePro requisition process.

For all IT solicitations, the agency will need to convert their ServiceNow email confirmation with their PIR Demand Number into a pdf file and upload the attachment into their ePro requisition within the line item details along with all other required solicitation documents. If the ePro requisition for a solicitation does not have the required attachment, the CPO will be required to hold the ePro until it has been completed.