



CPO Announcement

April 24, 2025

State procurement professionals,

OMES Central Purchasing is launching an improved process for agency contracts with SW1025 and SW1050 suppliers. Starting April 29, agencies will choose their preferred vendor and submit their selection via ServiceNow. The ServiceNow request item will replace the online form that would previously be submitted through the OMES website.

This streamlined approach aims to expedite the procurement timeline and allow agencies to select vendors that best align with their specific requirements, ensuring a more individualized and efficient contracting experience. **Please note, agencies should review [Executive Order 2025-09](#) before purchasing off these contracts.**

New process overview:

- Complete [Form CP139](#).
- Choose a supplier from the [SW1025](#) and [SW1050](#) supplier lists.
- Submit an [IT Staff Augmentation Services](#) request in [ServiceNow](#) to notify OMES of your selected supplier and initiate a background check. This will route to Legal and the CIO for review, and a fully executed agreement will be returned to you upon approval.
- Submit an [Employee Onboarding](#) request in ServiceNow to begin the onboarding process.

For detailed step-by-step instructions, refer to the [Agency contracting with SW1025/SW1050 suppliers user guide](#).

If you have additional questions, please reach out to [Glenda Caudle](#). We look forward to supporting you and your agency's needs through this new process!