



OKLAHOMA
**Office of Management
& Enterprise Services**

Central Purchasing

PROCUREMENT INFORMATION MEMORANDUM

Subject: PeopleSoft Required Attachments
Effective Date: June 10, 2024
Issued by: Amanda Otis, Esq., State Purchasing Director

I. Introduction

As a means of disseminating relevant state procurement information to state entities, the Central Purchasing Division of Office of Management and Enterprise Services issues Procurement Information Memoranda. To the extent any information in this Procurement Information Memorandum (“PIM”) conflicts with information in a previously issued memorandum, the information in this PIM controls.

II. Summary

PeopleSoft is the statewide accounting platform. According to the Central Purchasing Act, 74 O.S. §§ 85.1-85.44E, the State Purchasing Director has “sole and exclusive authority and responsibility for all acquisitions by state agencies,” and OMES is directed to create requirements for “[t]he time manner, authentication and form of making requisitions for acquisitions.” 74 O.S. § 85.5(A), (C)(1). In an effort to create a more efficient approval process within PeopleSoft, this PIM directs agencies to create requisitions in a uniform way with specified attachments as determined by the type of transaction. Each agency shall comply with the standard set below, or the Central Purchasing Division may deny the requisition. For questions regarding this or any PIM please contact central.purchasing@omes.ok.gov.

CP-004, Certification for Competitive Bid and/or Contract (Non-Collusion Certification), shall be included with any competitive bid and/or contract exceeding \$25,000.00 submitted to the state for goods or services, unless the transaction is wholly exempt from the Central Purchasing Act. Transactions only exempt from the competitive bidding requirements in the Central Purchase Act must still be accompanied by this form. An agency may also integrate the certification language into the relevant contract; if this is done, CP may reach out for clarification on where the certification language is. Please note that integrating the language into a contract instead of using the CP-004 form may cause a delay in processing as more review time is required.

Effective November 1, 2025, Sections 85.22C and 85.42 of the Central Purchasing Act create additional requirements for some transactions. To aid agencies in compliance with these new requirements, CP has amended CP-004 and created CP-005.

The value of the acquisition is judged by the entire purchase; it is not based on how much is spent in a fiscal year. Acquisitions for an amount exceeding \$50,000.00, or other agency acquisition purchasing threshold as approved by the State Purchasing Director, must be submitted to OMES Central Purchasing for issuance of a solicitation or for review of an identified exemption from competitive bidding.

III. How to create a PeopleSoft ePro Requisition

When entering the Justification Comments: Please enter in this format:

Procurement Vehicle, Attachments Provided; Description of Purchase, Agency Buyer to contract with questions and date requested. A brief summary of the request can assist in an efficient review process.

Please enter all attachments for the requisition on the Line Comments for Line 1. Name attachments what they are for easy identification. Select appropriate Flags for the purchase you are making.

Change Order: Select this if you are changing an existing PO. All change orders are processed by the agencies now, not by CP.

Ratification: Select this if you are trying to pay for a purchase that was made more than 30 days and the funds were not previously encumbered. Must attach approved CP-131. These will only route to CP Buyer if the amount is over \$50,000 (or other agency threshold). All ratifications must be entered as a separate ePro requisition if only a portion of the purchase is ratified and should include the timeframe covered.

Solicitation: Only select this if the solicitation is expected to be over your agency threshold and needs to be handled by CP. Requisition price must exceed \$50,000.01 and Supplier ID should be left blank. Will route to Branch Manager to assign to CP Buyer

Sole Source Flag: If you select this flag, you must also select the Sole Source Type on the right side of the screen.

Statutory Exemption: Select this flag if you have an exemption that applies to your purchase. You will need to select the proper exemption on the right side of the screen. Note in comments why the exemption applies to this purchase.

Contract Release: Select this if this purchase will be a release from a Statewide or Agency Contract. You will also need to select Yes under Contract Information where it says "Use Contract if Available" and then in the Contract ID field, use the hourglass to select the specific Contract Number on the line as well. In order to utilize the contract, you will have to use the Supplier ID and category code that is defined on the Statewide Contract.

IV. PeopleSoft required attachments by type of purchase

(NOTE: Every purchase in PeopleSoft requires a pricing document attachment.)

A. Solicitation Required Attachments

1. Refer to Central Purchasing Solicitation Intake Checklist.

B. Sole Source Acquisition- The following items shall be attached to every ePro requisition for a sole source acquisition:

- i. A Sole Source Certification Form (OMES FORM CP-002) that shall be signed by the agency's Chief Administrative Officer thereby affirming the submitted information is true and accurate. The form shall be retained in the agency contract file. The form shall not be dated more than sixty (60) days prior to the initial acquisition;
 - a. Please note, the CP-002 must be signed by the Chief Administrative Officer of the agency. This cannot be delegated. The Central Purchasing Act defines Chief Administrative Officer to mean "an individual responsible for directing the administration of a state agency" 74 O.S. § 85.2(6).
- ii. A Non-Collusion Certification (OMES FORM CP-004). *Note: This is embedded in OMES FORM CP-024, so if those terms are used, this form is not additionally required.*
- iii. Contract terms and conditions;
 - a. General term Options:
 1. Terms and Conditions document negotiated by the agency; or
 2. Sole Source Terms and Conditions (OMES FORM CP-024). This form may be modified to reflect any negotiated terms of the transaction. *Note: if using form 024 a non-collusion form is not additionally required.*
 - b. IT Terms: For IT acquisitions, the State's IT terms and conditions must be included as well as the hosting agreement, if applicable.
- iv. Certificate of Insurance that satisfies the insurance limit requirements in the contract terms.
- v. Chief Executive Officer Certification Form (OMES FORM CP-005).

C. Change Order- The Agency processes ALL change orders. However, if the PO was previously approved by CP, then update the **PO Origin** to **CHG** to bypass CP approvals. Change Orders to a PO that Central Purchasing previously approved must now be processed by the agency internally. When building your requisition, you must select the magnifying glass under **Flags** and select **Change Order**. When the requisition is sourced into a PO, you must select the **PO Type** based on the **PO Type and Origin Quick Reference Guide**, then select **CHG** as the origin regardless of the original origin. Central Purchasing will push back any change orders that you should be processing internally. Additionally, you should update the buyer on the PO to an agency buyer, so you are getting all relevant notifications about that PO. When changing the buyer, you will get a notice that changing the buyer will change certain defaults; hit cancel on this box.

Required attachments:

- i. Pricing document and/or contract
- ii. Chief Executive Officer Certification Form (OMES FORM CP-005).

D. Authority Orders (“AO”) both IT and non-IT

- i.** AO requires an attached estimate of anticipated or expected purchases; and
- ii.** Recent Invoices or SW Pricing Schedule, whichever is applicable.
 - a.** Vouchers paid off AOs must include documentation to justify payment

E. Exempt purchases that apply to all agencies:

- i.** All Exempt Purchases require a CP-005, purchases completely exempt from the Central Purchasing Act over \$25k **do not** require a CP-004. These include:
 - 1. Interagency
 - a) Pricing Document that has not expired
 - b) Contract/Agreement if applicable listing contract term
 - c) CP-005
 - 2. Payment to beneficiary or subrecipient
 - a) Grant Award Notice
 - b) Contract to show supplier payment will be issued to
 - c) CP-005
 - 3. GSA
 - a) Copy of GSA quote.
 - b) CP-005
 - 4. Agency-specific exemptions
 - a) Pricing Document that has not expired
 - b) Contract/Agreement if applicable listing contract term
 - c) CP-005
 - 5. Regulated Utilities
 - a) Pricing Document
 - b) Attach list of account numbers and addresses where service is provided
 - c) CP-005
- ii.** All Exempt Purchases require a CP-005, purchases just exempt from competitive bidding over \$25k **do** require a CP-004. These include:
 - 1. Fixed and Uniform Rate Contracts
 - a) Pricing Document that has not expired
 - b) Contract/Agreement if applicable listing contract term
 - c) Approval letter from Director of OMES
 - d) CP-004
 - e) CP-005
 - 2. Professional Services Contract
 - a) Pricing Document that has not expired
 - b) Contract/Agreement if applicable listing contract term
 - c) CP-004
 - d) CP-005

F. Release from PeopleSoft contract (either Statewide or agency) Including COW (“Computer Ordering Widget”)

- i.** Pricing Document that has not expired and contains SW contract number
- ii.** Chief Executive Officer Certification Form (OMES FORM CP-005).

G. Agency contract amendment

- i.** Original Contract
- ii.** Amendment signed by Agency and Supplier
- iii.** Chief Executive Officer Certification Form (OMES-FORM-CP-005).

H. Fair and Reasonable

- i.** Pricing Document that has not expired
- ii.** Chief Executive Officer Certification Form (OMES-FORM-CP-005).

I. Agency Contract (Not in PS)

- i.** Pricing Document that has not expired
- ii.** Contract/Agreement if applicable listing contract term
- iii.** Chief Executive Officer Certification Form (OMES-FORM-CP-005).

V. Ratifications

- A.** All ratifications must be entered as a separate ePro requisition.
- B.** Attach a CP-131 ratification form.
- C.** Attach invoice(s).
- D.** Include time frame covered by ratification
- E.** Chief Executive Officer Certification Form (OMES-FORM-CP-005)