



CPO Announcement

May 27, 2025

State procurement professionals,

The Procurement Information Memorandums listed below have been updated as of May 2025. Please review the summary of changes and refer to the [Procurement Information Memorandum webpage](#) for the most recent versions of all PIM documents.

Summary of changes:

- **Direct Purchase Orders**
 - **Added** – 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.
 - **Updated** – PO increases of less than 10%: All changes to a PO brought about by administrative necessity that do not increase a PO total more than 10% of its original total do not require an ePro requisition.
 - **Added** – A reduction of funds to a PO does not require an ePro requisition. An agency must explain what changes were made and why the reduction was necessary.
- **PeopleSoft Required Attachments**
 - **Added** – 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. Not required for purchases wholly exempt from the CP Act, and the language can be integrated into the relevant contract and does not require a stand-alone form.
 - **Added** – 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.
 - **Added** – Instructions for Section 3.
- **Sole Source Acquisitions**
 - **Updated** – The Type of Purchase chart has been updated with the two types of IT purchases for ITOM.
 - **Added** – A Sole Source Certification is good for one year. If a sole source contract has a term of several years, then a new form will be required for every renewal.
 - Change to Section 4, Required attachments. The sole source certification must be signed by the Chief Administrative Officer and cannot be delegated.

Thank you!

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State Purchasing Director