

# Oklahoma Statewide Contract Search official user guide

## Welcome to the new statewide contract search

The new Oklahoma Statewide Contract Search webpage is a modernized platform for finding active statewide contracts. It provides state agencies, political subdivisions and other authorized public entities with accurate data, powerful search tools and clear vendor information.

## Procedure

### Step 1. Searching for contracts (the Power Search).

- A. Use the main keyword search bar or the advanced search filters to perform precise searches.
  - i. Keyword – use for general searches or to find specific products or services.
  - ii. Statewide number – use the unique, official contract ID (e.g., SW1025 or SW0081M).
  - iii. Category code – search by UNSPSC category codes to find contracts within a specific industry.
  - iv. Brand name – find contracts that include a specific product brand.
  - v. Supplier ID – search using the vendor's official Supplier ID to find all contracts held by that vendor.
  - vi. Contract designation – filter by special programs (e.g., State Use, cooperative contract).
  - vii. Contract expiration date – search by a specific date range (e.g., contracts expiring in the next six months) for planning and budgeting.

### Step 2. Reviewing search results.

- A. The results card contains a brief summary of each contract, including the statewide number, supplier name, contract manager, end date, keywords and number of attached documents.
- B. Select **View Details** from a results card to access all essential information for that contract.
  - i. Supplier contact visibility: The vendor's primary contact name, phone number and email address are prominently displayed for fast quote requests.
  - ii. Contract manager (CM) assignment: The name and contact information for the state's assigned CM are clearly identified.
  - iii. Contract duration: The contract start date and end date are clearly visible in the **Timing** section.
  - iv. Current documents only: The **Attachments** section only houses current, active and relevant contract documents, eliminating clutter from old or irrelevant files.

### Step 3. How to order and price policy.

- A. Once you have identified a contract, follow these guidelines to initiate a purchase.
- B. Ordering process.
  - i. **Order:** Contact the vendor directly using the contact information listed on the contract details page.



- ii. **Request:** Reach out to the vendor for quotes, formal statements of work (SOW) and project availability.
  - iii. **Purchase:** Follow your agency's internal procedures to issue a purchase order (PO) referencing the statewide number.
- C. Price negotiation policy.**
- i. Rates are pre-negotiated: The rates listed are the contract ceiling price, established through a competitive procurement process.
  - ii. Negotiation encouraged: You are strongly encouraged to negotiate with the vendor for further price reductions or better terms, particularly for large-volume purchases or to discuss prompt-payment discounts. The displayed rate is the maximum allowed.

**Step 4.** Contact roles and support hierarchy.

For all statewide contracts, direct your inquiry to the correct Central Purchasing Category Manager to ensure you receive the fastest support. Category Managers are accountable for stewarding a portfolio of statewide contracts across the full procurement lifecycle, including statewide need identification, contract and specification development, supplier management and supply chain expertise. Each portfolio represents a strategic “business segment” of state procurement, organized around related goods, services or markets.

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