

MyOK Staffing Supplier Process Map

Revised 07/08/2026

OMES Admin

START

1
Invites authorized statewide contract supplier to the MyOK Staffing and Services portal.

Supplier

2
Navigates to the MyOK Staffing and Services portal. Enters email address to receive one-time passcode.

3
Logs into the MyOK Staffing and Services portal.

4
Invites additional company representatives to access the MyOK Staffing and Services portal.

5
Checks dashboard daily for action items, summary cards, recent postings and submissions.

6
Reviews agency staffing and project opportunity postings available.

7
Submits a response (Task Order or Statement of Work) and/or questions on posting detail page and tracks submissions on the portal.

10
Accepts or declines contract award.

9
Receives notice of contract award or notice of non-award.

13
Uses the portal Engagements page to manage contract details, daily tasks, timesheet, etc.

12
Completes onboarding (background check(s), contract agreement, PO creation).

Agency

8
Evaluates submissions and responds to questions. Sends notice of contract award and notice of non-award, as appropriate.

11
Initiates onboarding process when contract accepted.

END

