



A. ACQUISITION THRESHOLDS

A.1. \$0 - \$2,500 THRESHOLD - Purchasing requirements for \$0 to \$2,500:	check
A.1.1. The acquisition method used was appropriate (state use, statewide contract & OCI (if lowest and best bid) were checked before open market acquisition was made). (OAC 580:15-6-5)	<input type="checkbox"/>
A.1.2. The acquisition process and acquisition was fair and reasonable. (74 O.S. § 85.5.C.11.a & OAC 580:15-6-6 (b))	<input type="checkbox"/>
A.1.3. Completion of an affidavit (DCS-FORM-CP-079 , "Supplier Contract Affidavit") certifying persons who developed contract will not also perform contract. (74 O.S. § 85.42.B) - (Applicable to service contracts)	<input type="checkbox"/>
A.1.4. Sales tax permit was verified thru DCS link or Oklahoma Tax Commission ¹ . Verification of sales tax permit was documented in the acquisition file. (74 O.S. § 85.5 (O))	<input type="checkbox"/>
A.1.5. Payment of products or services pursuant to a contract executed by state agency shall be made only after products have been provided or services rendered. (74 O.S. § 85.44.B.; OAC 580-15-6-6(c)(7); and OAC 580-15-6-6(d)(8))	<input type="checkbox"/>
A.2. \$2,501 - \$10,000 THRESHOLD - Purchasing requirements for \$2,500.01 to \$10,000:	check
A.2.1. The acquisition method used was appropriate (state use, statewide contract & OCI (if lowest and best bid) were checked before open market acquisition was made). (OAC 580:15-6-5)	<input type="checkbox"/>
A.2.2. Any competitive bid submitted to the State of Oklahoma or contract executed by the state for goods or services shall contain a certification (DCS-FORM-CP-004 , "Certification for Competitive Bid and Contract") stated in Section 85.22 of title 74. (74 O.S. 85.22 (As of November 1, 2008))	<input type="checkbox"/>
A.2.3. Acquisition had documented specifications which include terms and conditions and evaluation criteria. (OAC 580:15-6-6 (c)(1))	<input type="checkbox"/>
A.2.4. The state agency shall make a written evaluation of criteria considered in selection of the supplier for the acquisition. The written evaluation shall be placed in the acquisition file. (OAC 580:15-6-6(c)(4))	<input type="checkbox"/>
A.2.5. Documented price quotes and delivery dates were secured from a minimum of three (3) vendors. (OAC 580:15-6-6 (c)(2))	<input type="checkbox"/>
A.2.6. Completion of an affidavit (DCS-FORM-CP-079 , "Supplier Contract Affidavit") certifying persons who developed contract will not also perform contract. (74 O.S. § 85.42.B) - (Applicable to service contracts)	<input type="checkbox"/>
A.2.7. Acquisition was obtained from a supplier that has not been suspended or debarred by State Purchasing Director, Oklahoma Tax Commission or Federal government. (OAC 580:15-6-6(c)(2))	<input type="checkbox"/>
A.2.8. Sales tax permit was verified thru DCS link or Oklahoma Tax Commission ¹ . Verification of sales tax permit was documented in the acquisition file. (OAC 580:15-6-6(c) (5) (A & B) (74 O.S. § 85.5 (O))	<input type="checkbox"/>
A.2.9. The agency obtained a delivery document from the supplier that states at a minimum (OAC 580-15-6-6 (c) (6)) : a. the date of delivery b. name and address of supplier c. description of the acquisition	<input type="checkbox"/>
A.2.10. The state agency noted the delivery date and person receiving the acquisition on the delivery document. (OAC 580-15-6-6 (c) (6))	<input type="checkbox"/>

¹ For frequently asked questions concerning Oklahoma Sales Tax Permit, see <http://www.tax.ok.gov/faq/faqbussales.html>
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A.2. \$2,501 - \$10,000 THRESHOLD - Purchasing requirements for \$2,500.01 to \$10,000:	check
A.2.11. The state agency shall pay the supplier following receipt, inspection, acceptance of the acquisition by the state agency and upon receipt of a proper invoice from the supplier. (OAC 580-15-6-6 (c) (7))	<input type="checkbox"/>
A.2.12. The state agency did not pay travel expenses for the supplier over the amount included in the bid, proposal, or quotation. (74 O.S. § 85.40)	<input type="checkbox"/>
A.2.13. The state agency reciprocated the bidding preferences given by other states or nations to bidders domiciled in their jurisdictions for acquisitions pursuant to Central Purchasing Act. (74 O.S. § 85.17A)	<input type="checkbox"/>
A.3. \$10,001-\$25,000 THRESHOLD - Purchasing requirements for \$10,000.01 to \$25,000:	check
A.3.1. The acquisition method used was appropriate (state use, statewide contract & OCI (if lowest and best bid) were checked before open market acquisition was made). (OAC 580:15-6-5)	<input type="checkbox"/>
A.3.2. Written specifications with terms and conditions and evaluation criteria were in the solicitation for acquisition. (OAC 580:15-6-6(d)(1))	<input type="checkbox"/>
A.3.3. Documented price solicitations from minimum of ten (10) suppliers in the appropriate commodity classification from registered suppliers list were present. (OAC 580:15-6-6(d)(2))	<input type="checkbox"/>
A.3.4. Acquisition was obtained from a supplier that has not been suspended or debarred by State Purchasing Director, Oklahoma Tax Commission or Federal government. (OAC 580:15-6-6(d)(2))	<input type="checkbox"/>
A.3.5. A written evaluation was performed and included in the acquisition file; (OAC 580:15-6-6(d)(5))	<input type="checkbox"/>
A.3.6. Any competitive bid submitted to the State of Oklahoma or contract executed by the state for goods or services shall contain a certification (DCS-FORM-CP-004 , "Certification for Competitive Bid and Contract") stated in Section 85.22 of title 74. (74 O.S. 85.22 (As of November 1, 2008))	<input type="checkbox"/>
A.3.7. Sales tax permit was verified thru DCS link or Oklahoma Tax Commission ¹ . Verification of sales tax permit was documented in the acquisition file. (OAC 580:15-6-6(d) (6) (A & B) & (74 O.S. § 85.5 (O))	<input type="checkbox"/>
A.3.8. The agency obtained a delivery document from the supplier that states at a minimum (OAC 580-15-6-6(d) (7)) : a. the date of delivery b. name and address of supplier c. description of the acquisition	<input type="checkbox"/>
A.3.9. The state agency noted the delivery date and person receiving the acquisition on the delivery document. (OAC 580-15-6-6(d)(7))	<input type="checkbox"/>
A.3.10. The state agency shall pay the supplier following receipt, inspection, acceptance of the acquisition by the state agency and upon receipt of a proper invoice from the supplier. (OAC 580-15-6-6(d)(8))	<input type="checkbox"/>
A.3.11. Completion of an affidavit (DCS-FORM-CP-079 , "Supplier Contract Affidavit") certifying persons who developed contract will not also perform contract. (74 O.S. § 85.42.B) - (Applicable to service contracts)	<input type="checkbox"/>
A.3.12. The state agency did not pay travel expenses for the supplier over the amount included in the bid, proposal, or quotation. (74 O.S. § 85.40)	<input type="checkbox"/>
A.3.13. The state agency reciprocated the bidding preferences given by other states or nations to bidders domiciled in their jurisdictions for acquisitions pursuant to Central Purchasing Act. (74 O.S. § 85.17A)	<input type="checkbox"/>

A.4. \$25,000.01 – GREATER THRESHOLD & PURCHASES SUBMITTED TO CENTRAL PURCHASING BELOW \$25,000.01 :	check
A.4.1. The state agency submitted a requisition and supplier's competitive bids or proposals to the State Purchasing Director. (74 O.S. § 85.7.A.1.) <i>(Note: All open market acquisitions above \$25,000 shall be performed by Central Purchasing.)</i>	<input type="checkbox"/>
A.4.2. A service requisition justification for nonprofessional or professional services was signed by the CAO of the agency or the CAO of the requisitioning unit justifying the acquisition. (74 O.S. § 85.4.E.1)	<input type="checkbox"/>
A.4.3. The state agency did not pay travel expenses for the supplier over the amount included in the bid, proposal, or quotation. (74 O.S. § 85.40)	<input type="checkbox"/>

B. ACQUISITION ASSOCIATED PROCESSES

B.1. CHANGE ORDERS - Change order requirements:	check
B.1.1. Based upon the DCS "Authorized Signature" (DCS-FORM-CP-001), the approving authority authorized the change order. (OAC 580:15-6-6 (8))	<input type="checkbox"/>
B.1.2. The State Purchasing Director approved the change order if it increased the total contract to an amount above the agency's authority limit. (OAC 580:15-6-(6)(e)(2)(B))	<input type="checkbox"/>
B.1.3. Change order in a contract for component or phased deliveries does not exceed 10% of original purchase order or contract. (OAC 580-15-6-6(e)(2))	<input type="checkbox"/>
B.1.4. Change order does not exceed the scope of the original solicitation. (OAC 580:15-6-6(e)(2))	<input type="checkbox"/>

B.2. RATIFICATION OF AN UNAUTHORIZED COMMITMENT - Ratification requirements:	check
B.2.1. The state agency negotiated a proposal for the ratification of an unauthorized commitment with the supplier; (OAC 580:15-6-17)	<input type="checkbox"/>
B.2.2. The CAO approval or disapproval of the ratification request. (OAC 580:15-6-17(1)) B.2.2.1. If the CAO approved the ratification, determine that agency completed steps (i) through (iv) stated below. (OAC 580:15-6-17(1)(A)) B.2.2.2. If the CAO disapproved the ratification, verify the agency retained documents from the supplier and the state agency. (OAC 580:15-6-17(1)(B))	<input type="checkbox"/>
B.2.3. The agency negotiated a proposal for a settlement agreement with the supplier. (OAC 580:15-6-17(1)(A)(i))	<input type="checkbox"/>
B.2.4. The CAO signed the proposed settlement agreement. (OAC 580:15-6-17(1)(A)(ii))	<input type="checkbox"/>
B.2.5. The CAO documented the facts and circumstances of the unauthorized commitment; (OAC 580:15-6-17(1)(A)(iii))	<input type="checkbox"/>
B.2.6. The CAO submitted a copy of the settlement agreement and supporting documentation to the State Purchasing Director. (OAC 580:15-6-17 (1)(A)(iv))	<input type="checkbox"/>

B.3. GOVERNMENTAL AGREEMENTS - Acquisitions with governmental entities:	check
Acquisition from political division or subdivision, agency of the U.S. or another state agency does not evade competitive bidding requirements, provisions of the Central Purchasing Act, rules of the Purchasing Division or provisions related to the State Use Committee. (OAC 580:15-6-6 (e) (4))	<input type="checkbox"/>

C. SPECIFIC ACQUISITIONS – specific acquisitions must observe acquisitions threshold requirements stated in section A.

C.1. PROFESSIONAL SERVICES - Professional service contracts	check
NOTE: Reference 74 O.S. § 85.7.A.3.a for a list of agencies that are exempt from competitive bidding procedures of 74 O.S. § 85.4.	-
C.1.1. Completion of an affidavit (DCS-FORM-CP-079 , "Supplier Contract Affidavit") certifying persons who developed contract will not also perform contract. (74 O.S. § 85.42.B) - (Applicable to service contracts)	<input type="checkbox"/>
C.1.2. The vendor signed a professional service contract affidavit only if the final product was a written report. (74 O.S. § 85.41.F1). <i>Note: Any state agency renewing a contract with a supplier shall not be subject to the provisions of paragraph 1 of this subsection. (74 O.S. § 85.41.F2)</i>	<input type="checkbox"/>
C.1.3. An original performance evaluation was completed and retained. (74 O.S. § 85.41B)	<input type="checkbox"/>
C.1.4. An original performance evaluation included the quality of service or work product of the supplier. (74 O.S. § 85.41B)	<input type="checkbox"/>
C.1.5. A copy of the original performance evaluation was sent to State Purchasing Director IF there were deficiencies in supplier's work or product noted. (74 O.S. § 85.41B)	<input type="checkbox"/>
C.1.6. The agency monitored/audited the professional service contract. (74 O.S. § 85.41.D)	<input type="checkbox"/>
C.1.7. An audit clause was included in the contract which provides that all items of the supplier that relate to the professional services are subject to examination by the state agency and the State Auditor and Inspector. (74 O.S. § 85.41.E)	<input type="checkbox"/>
C.1.8. Payments for services were at a uniform rate throughout the duration of the contract OR had authorization from the State Purchasing Director for non-uniform payments. (74 O.S. § 85.41.G.1. & 2.)	<input type="checkbox"/>
C.1.9. The state agency did not pay travel expenses for the supplier over the amount included in the bid proposal. (74 O.S. § 85.40)	<input type="checkbox"/>
C.1.10. Verify employee(s) that has terminated employment with the Agency within a year's time has not been contracted for a sole source or professional service contract. (74 O.S. § 85.42)	<input type="checkbox"/>

C.2. SOLE SOURCE/ SOLE BRAND - Sole Source/ Sole Brand purchases:	check
C.2.1. A notarized sole source or sole brand acquisition affidavit was signed by the CAO. (74 O.S. § 85.45j.A.2)	<input type="checkbox"/>
C.2.2. The reason such a purchase is necessary was documented by the CPO if within the agency's authority limit or by the State Purchasing Director if it exceeds the agency's authority limit. (74 O.S. § 85.45j.A.6. & 7.)	<input type="checkbox"/>
C.2.3. Verify employee(s) that has terminated employment with the Agency within a year's time has not been contracted for a sole source or professional service contract. (74 O.S. § 85.42)	<input type="checkbox"/>
C.2.4. Completion of an affidavit (DCS-FORM-CP-079 , "Supplier Contract Affidavit") certifying persons who developed contract will not also perform contract. (74 O.S. § 85.42.B) - (Applicable to service contracts)	<input type="checkbox"/>

C.3. EMERGENCY ACQUISITIONS - Emergency acquisitions purchases (Emergency threshold changed from \$35,000 to \$50,000 as of November 1, 2008 (74 O.S. 85.7.A.4)):	check
C.3.1. The agency submitted a requisition to the State Purchasing Director within five days following the acquisition. (74 O.S. § 85.7.A.4)	<input type="checkbox"/>
C.3.2. The agency submitted a statement of emergency with the requisition. (74 O.S. § 85.7.A.4)	<input type="checkbox"/>

C.4. INFORMATION TECHNOLOGY – Information technology purchases:	check
NOTE: A general exception is commercial off the shelf acquisitions of \$2,500.00 or less. (OAC 580-15-6-21(d))	-
C.4.1. Vendor provides documentation of scheduled upgrades or improvements over a projected three (3) year period. (74 O.S. § 85.7c.A.1)	<input type="checkbox"/>
C.4.2. Vendor provides documentation that no recommended or required upgrades are needed over 3 year period starting from targeted purchase date. (74 O.S. § 85.7c.A.2)	<input type="checkbox"/>
C.4.3. Vendor agrees to no additional charge for the acquisition of an upgrade or enhancement to a high technology system. (74 O.S. § 85.7c.B (1) & (2))	<input type="checkbox"/>
C.4.4. Vendor provides documentation that required or recommended upgrade enhances or is necessary for performance of agency's duties and responsibilities. (74 O.S. § 85.7c.B (3))	<input type="checkbox"/>
C.4.5. Vendor provides documentation that the vendor will no longer supply assistance to the state agency for the purpose of maintenance of the system and that the functions performed by the system are necessary for the performance of the agency's duties and responsibilities. (74 O.S. § 85.7c.B (4))	<input type="checkbox"/>
C.4.6. The accessibility determination was part of the evaluation when the product was procured. (OAC 580-15-6-21(a)(3))	<input type="checkbox"/>
C.4.7. Contract includes a clause ensuring compliance with IT Accessibility Standards. (OAC 580:15-6-21(b)(1))	<input type="checkbox"/>
C.4.8. Exception notification is present in the acquisition file if contract does not include a clause ensuring compliance with IT Accessibility Standards. (OAC 580:15-6-21 (c)(1)(2))	<input type="checkbox"/>

C.5. TRAVEL (Air) - Travel purchasing:	check
C.5.1. All claims made for reimbursement contains a statement indicating the reason for exemption. (74.O.S. § 85.45k(C))	<input type="checkbox"/>
C.5.2. IF the travel category is tested, add additional attributes to review per OAC 580:15-6-14.	<input type="checkbox"/>

C.6. FIXED-RATE CONTRACTS - Fixed-rate contracts purchasing:	check
C.6.1. The rate was approved as a fixed rate pursuant to 74 O.S. § 85.7.A.11 and OAC 580-15-6-6 e (3).	<input type="checkbox"/>
C.6.2. The rate paid by the agency agreed to the approved fixed-rate. (74 O.S. § 85.7.A.11.d.)	<input type="checkbox"/>
C.6.3. The contracted service agreed to the approved qualified service. (74 O.S. § 85.7.A.11.d.)	<input type="checkbox"/>

D. OTHER REQUIREMENTS

D.1. SPLIT PURCHASING	check
Review expenditures for audit period to ensure Agency did not make split purchases for the purpose of evading the Agency's approved dollar threshold for competitive bids. (OAC 580:15-6-6(e)(1))	<input type="checkbox"/>
D.2. INTERNAL PURCHASING PROCEDURES	check
Each state agency shall develop internal purchasing procedures for acquisitions by the state agency. Procedures shall, at a minimum, include provisions for the state agency's needs assessment, funding, routing, review, audits, monitoring, and evaluations. (74 O.S. § 85.39.A.1)	<input type="checkbox"/>

This guide is NOT RULES or REGULATIONS. This guide has been prepared by the Department of Central Services' Audit Unit to assist agencies in complying with Central Purchasing Rules and the Oklahoma Central Purchasing Act.

Agencies should be advised that the use of this guide will not relieve the Agency from any responsibility to fully comply with all provisions of the law and regulations.