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STATE OF OKLAHOMA
DEPARTMENT OF CENTRAL SERVICES

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RE: Change in Procedure for Solicitation Notification

To: State Purchasing Offices
From: Tom Jaworsky, State Purchasing Director

Effective immediately, DCS Central Purchasing Division is implementing a change in procedure for solicitation (ITB/RFP) notification to vendors. Registered vendors will be receiving notice of solicitation availability by e-mail or fax. This notice includes the solicitation number, closing date and instructions needed to download the solicitation documents from the DCS website.

In order to facilitate notification to agency suggested vendors, Central Purchasing is requiring that agencies submit, with their requisitions, the following vendor information:

- company name and FEI number
- mailing address
- contact phone number
- contact fax number
- contact e-mail address.

In the event the above information is not submitted with the agency's suggested vendor list, the agency will be notified by the contracting officer. The agency will have two working days to provide the requested information. Failure to provide the above information will result in notification being provided solely to those vendors registered with Central Purchasing.

"SERVICE, QUALITY, INTEGRITY"