



John S. Richard
Director

Brad Henry
Governor

STATE OF OKLAHOMA
DEPARTMENT OF CENTRAL SERVICES

MEMORANDUM

TO: All CPO's

FROM: Betty Cairns, State Purchasing Director

RE: Office Products Portal

DATE: June 15, 2007

Betty Cairns

The Department of Central Service awarded a Prime Vendor contract for Office Products on November 6, 2006. This contract encompasses all State Use Vendors who supply office products and Corporate Express. Our corporate partner, Corporate Express, and our State Use Vendors joined together to develop **ONESHOP**, a portal for all office products. Agencies are now ordering their office products through the web portal. The portal assures each State Use item ordered will be shipped from the appropriate State Use Vendor.

Effective July 1, 2007, the Department Central Services auditors will be monitoring all purchases of office products through the office product portal as well as other procurements means.

If you have any questions or concerns regarding the portal or access, please contact the State Use Program office at 405/521-4474 or 405/522-3367.

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