



**Department of Central Services**

**PROCEDURE #: AQ-001**

**CENTRAL PURCHASING**

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**State Use**

**Effective Date: September 11, 2009**

1. Go to DCS' website: [www.ok.gov/dcs](http://www.ok.gov/dcs) > Central Purchasing > State Use > State Use Procurement Schedule
2. Determine if the service or product has the fair market value established.
  - 2.1. A fair market value has been established if:
    - 2.1.1. There is an established mandatory statewide contract, or;
    - 2.1.2. There is an established mandatory contract with a State Use vendor for particular service or product;
      - 2.1.2.1. If one provider, proceed to step #3
      - 2.1.2.2. If more than one provider, all providers shall be solicited
  - 2.2. If a fair market value has not been established proceed to Procedure AQ-002. If an item cannot be acquired according to procedure 002 and 003, please invite any applicable State Use vendors to a solicitation.
3. Determine if the supplier can provide the goods or services within the requested time frame by contacting the supplier
  - 3.1. If the supplier can provide the goods or services within the requested time frame, procure the goods or services according to the requirements under the contract.
  - 3.2. If the supplier cannot provide the goods or services within the requested time frame, document in the procurement file such facts to include the person you spoke to, time, date, and any relevant information. Please notify the state use office and proceed to Procedure AQ-002. If an item cannot be acquired according to procedure 002 and 003, please invite any applicable State Use vendors to a solicitation.