



Department of Central Services

PROCEDURE #: AQ-002

CENTRAL PURCHASING

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Statewide Contracts

Effective Date: September 11, 2009

1. Go to DCS' website: www.ok.gov/dcs > Central Purchasing > Statewide Contracts
2. Review the contracts to see if the item/service you need is listed.
 - 2.1. If you find the item/service you are needing, proceed to step #3
 - 2.2. If you do not find the item/service listed,
 - 2.2.1. Click to open: Search the Contracts
 - 2.2.2. In the Search For box, input the item description and click to open: **Search**
3. Click to open the Statewide Contract number (**SWXXX**) in blue that matches your request.
 - 3.1. Before proceeding, read this page for any instructions related to the contract.
 - 3.2. Note the name of the Contracting Officer.
4. Click to open the PDF document that will be labeled: Signed Contract Package, DCS Front Pages, Complete Contract Terms, New Contract or the file that will be titled Notice of Contract Award, when opened.
5. Check the Contract dates to be sure the item/service is within the dates specified.
6. Check the Authorized Users to be sure your entity is allowed to purchase from this contract.
7. Check the Contract Priority information to ascertain if the contract is Mandatory.
8. Read the Contract Intention (if it appears).
9. Check the delivery terms and minimum quantities.
10. Check any Ordering Instructions.
11. If you wish to use the Statewide Contract P-Card, check the Vendors' acceptance.
12. Read the description of the item/service to verify it meets your requirements.
 - 12.1. IT and telecommunications:
 - 12.1.1. Related acquisitions over \$10,000 require OSF's approval
 - 12.1.2. Verify item being acquired meets accessibility standards pursuant to Title 62 Section 34.28. VPATs related to information technology can be found on the DCS website - http://www.ok.gov/DCS/Central_Purchasing/VPAT_&_Accessibility.html
 - 12.2. Vehicle acquisitions require prior approval from the DCS-Fleet Manager (DCS-FORM-FM-016, Vehicle Acquisition Request)
13. Scroll down the contract to the PeopleSoft imaged contract copy and write down the:
 - 13.1. PeopleSoft Contract ID Number
 - 13.2. Vendor ID Number
 - 13.3. Item ID Number for the item/service you wish to purchase
 - 13.4. Line Number for the item/service
 - 13.5. Item Price (if the Contract is a catalog contract, proceed to the website to pricing and additional line item detail)
14. Hit the Back Arrow button on your screen and return to the previous screen.
15. Check all the **Addendums** and other documents on this page for updates to the item pricing and other instructions related to the contract.
16. If you have any questions, contact the Contracting Officer assigned to the Statewide Contract before proceeding.
17. Exit the DCS website and proceed to PeopleSoft to enter your Purchase Order or call the Vendor to place the order with your Statewide Contract P-Card