



Department of Central Services

PROCEDURE #: AQ-004

CENTRAL PURCHASING

PAGE 1 OF 2

Requisition through Central Purchasing

Effective Date: September 11, 2009

Agency determines type of acquisition:

1. OPEN MARKET:

1.1. Requisition is entered in PeopleSoft¹.

1.1.1. Item ID must be used on all requisitions.

1.1.2. If requirement is for services the Service Justification term must be included on the requisition.

1.1.2.1. The term is entered through PeopleSoft located under Add Comments in the Header Section of the Maintain Requisition page.

1.1.2.2. Click on the Copy Standard Comment hyperlink.

1.1.2.3. Enter SVC under comment type.

1.1.2.4. Enter JUST under Comment ID.

1.1.3. Enter agency's procurement contact information – phone and email address in the "Add/Edit Comments" section in the Header Section.

1.1.4. If Sole Source / Sole Brand, identify in PeopleSoft: Line > Details (tab) > SS Flag (checkbox) > Line SSrc Type (search)

1.2. Submit Requisition to Central Purchasing.

1.2.1. Signature: requisition must be signed by the chief administrative officer of the state agency or the chief administrative officer of the requisitioning unit of the state agency.

1.2.2. Special Instructions: need to be included in a cover letter with the requisitions. Special instruction would include rush orders, special delivery, grant information, request to evaluate responses, etc.

1.2.3. List of suggested vendor(s): enter in the "Add/Edit Comments" section in the Header Section in PeopleSoft, or attach to requisition

1.2.4. Specifications:

1.2.4.1. If specifications are not included in the requisition in PeopleSoft, submit the specifications to Central Purchasing using form DCS-CP-SOLICITATION-FULL².

1.2.4.2. Agency emails specifications and related information to the CP-Contracting Officer upon request.

1.2.5. Evaluation method: state if:

1.2.5.1. Lowest and best;

1.2.5.2. Best value (include evaluation scoring tool)

¹ Instructions for entering requisitions are located at the CORE website under "Purchasing Training Manuals" manuals at <http://www.ok.gov/OSF/CORE/Financials/index.html>.

² found on the DCS website under CP Forms, www.dcs.ok.gov



Department of Central Services

PROCEDURE #: AQ-004

CENTRAL PURCHASING

PAGE 2 OF 2

Requisition through Central Purchasing

Effective Date: September 11, 2009

2. SOLE SOURCE (for more information, see PIM 99-03³):
 - 2.1. Follow step 1.1
 - 2.2. Submit Requisition to Central Purchasing.
 - 2.2.1. Signature: requisition must be signed by the chief administrative officer of the state agency or the chief administrative officer of the requisitioning unit of the state agency.
 - 2.2.2. Special Instructions: need to be included in a cover letter with the requisitions. Special instruction would include rush orders, special delivery, grant information, request to evaluate responses, etc.
 - 2.2.3. Specifications: if specifications are not included in the requisition in PeopleSoft, attach with the requisition
 - 2.2.4. Certifications:
 - 2.2.4.1. DCS-FORM-CP-002, Sole Source/Sole Brand Certification signed by the Chief Administrative Officer.
 - 2.2.4.2. DCS-FORM-CP-004, Certification for Competitive Bid and/or Contract, with the Supplier authorized signature.
 - 2.2.5. Quote from vendor verifying price and terms. Quote must be current within 30 days or show a statement from vendor of a quote expiration date.
3. SOLE BRAND (for more information, see PIM 99-03³):
 - 3.1. Follow step 1.1
 - 3.2. Submit Requisition to Central Purchasing.
 - 3.2.1. Signature: requisition must be signed by the chief administrative officer of the state agency or the chief administrative officer of the requisitioning unit of the state agency.
 - 3.2.2. Special Instructions: need to be included in a cover letter with the requisitions. Special instruction would include rush orders, special delivery, grant information, request to evaluate responses, etc.
 - 3.2.3. List of suggested vendor(s): enter in the "Add/Edit Comments" section in the Header Section in PeopleSoft, or attached to requisition
 - 3.2.4. Specifications: if specifications are not included in the requisition in PeopleSoft, attach with the requisition
 - 3.2.5. Certifications:
 - 3.2.5.1. DCS-FORM-CP-002, Sole Source/Sole Brand Certification signed by the Chief Administrative Officer.
 - 3.2.5.2. DCS-FORM-CP-004, Certification for Competitive Bid and/or Contract, with the Supplier authorized signature.
4. GENERAL SERVICE ADMINISTRATION (GSA) (for more information, see PIM 00-02³).
5. INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS
 - 5.1. Follow step 1.1 and 1.2
 - 5.2. OSF FORM 115, Agency Requisition Request⁴ must be signed and approved by OSF.

³ http://www.ok.gov/DCS/Central_Purchasing/CP_Announcements/index.html

⁴ http://www.ok.gov/OSF/Information_Services/Information_Services_Forms.html