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STATE OF OKLAHOMA
DEPARTMENT OF CENTRAL SERVICES

PROCUREMENT INFORMATION MEMORANDUM 01-01

TO: All Certified Procurement Officers

REVISION DATE: August 17, 2006

SUBJECT: Professional Services Contract Evaluations

The Central Purchasing Act (74 O.S., Section 85.41B) reads as follows:

"The state agency shall evaluate the performance of the professional services provided pursuant to a professional services contract. The performance evaluation shall indicate the quality of service or work product of the supplier. The state agency shall retain the evaluation in the document file the state agency maintains for the acquisition pursuant to Section 85.39 of this title. If the evaluation indicates deficiencies with the supplier's work, the state agency shall send a copy of the evaluation to the State Purchasing Director."

Only copies of those evaluations indicating performance deficiencies are sent to the State Purchasing Director. Professional Service Contract evaluations which indicate satisfactory performance are to be maintained by the state agency as part of the contract file.

State agencies shall use [DCS/Purchasing - Form 017](#), Professional Service Evaluation, to document performance. Incomplete forms submitted to Central Purchasing will be returned to state agencies. The form can be accessed on the Department of Central Services web page at www.dcs.state.ok.us.

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