



John S. Richard
Director

Brad Henry
Governor

STATE OF OKLAHOMA
DEPARTMENT OF CENTRAL SERVICES

PROCUREMENT INFORMATION MEMORANDUM 99-02

TO: All Certified Procurement Officers

REVISION DATE: September 10, 2009

SUBJECT: State Agency Annual Contract Report

The Central Purchasing Act (74 O.S. Section 85.43) requires that each Chief Administrative Officer of a state agency shall submit to the State Purchasing Director by November 1 of each year, a report listing all acquisitions exceeding Fifty Thousand Dollars (\$50,000.00) but not exceeding One Hundred Thousand Dollars (\$100,000.00) of the state agency for the preceding year.

The purpose of this memorandum is to establish reporting procedures for state agencies. Separate procedures are specified for agencies processing acquisitions directly in the PeopleSoft System, and those agencies processing acquisitions via an interface with PeopleSoft.

Agencies processing directly. The report will be prepared by the Office of State Finance (OSF) for each agency processing acquisitions directly in the PeopleSoft System. The agency need not prepare and submit a separate report for those transactions processed through PeopleSoft.

Agencies processing thru an interface. Each agency processing acquisitions via an interface with PeopleSoft shall prepare a report in the format shown in Attachment 1.

Attachment 2, Report Parameters, summarizes data to be included in and excluded from the report, whether prepared by the agency or OSF and additional reporting instructions. Data include both elements required by statute (marked by an asterisk*) as well as those added by the Central Purchasing Division for audit purposes.

Attachment 3, Notes to Report Parameters is for additional information.

The report shall be submitted to the State Auditor and Inspector as well as to the Department of Central Services (State Purchasing Director). The state agency shall also submit the report to any member of the Appropriations and Budget Committee of the House of Representatives or the Appropriations Committee of the Senate if a member so requests.

"SERVICE, QUALITY, INTEGRITY"

Point of Contact for this memorandum is Keith Gentry, CPO, Contracts Manager
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Scott Schlotthauer
State Purchasing Director

A handwritten signature in black ink, appearing to read "Scott Schlotthauer". The signature is stylized with large, flowing loops and a prominent initial "S".

Attachments:

1. Sample Interface Agency Report
2. Report Parameters
3. Notes to report parameters

"SERVICE, QUALITY, INTEGRITY"

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Oklahoma Department of XYZ
 (Agency #123)
 State Agency Annual Contract Report
 (Agency Contracts \$50,000 and above, but not exceeding \$100,000)
 (74 O.S. Section 85.43)
 For the period July 1 _____ through June 30 _____

Contract or Purchase Order Number	Contract or Purchase Order Date	Supplier Name	Supplier Federal Employer Identification Number	Description of Item or Service	Indicate if Sole Source or Sole Brand (Place an 'S')	Total Contract Value (\$)	Total Expended Authority Order / FY close
12345689376	12/12/2006	ABC Lawn Service	73-156899	Grounds Maintenance		\$ 65,600.00	\$ 59,200.00
81851720801	04/14/2007	Keep Kleen Janitorial	73-567891	Janitorial Service		\$ 58,350.00	\$ 58,175.00
58096750001	06/15/2007	Legal Eagle Law, LLC	73-564789	Legal Services	S	\$ 99,995.00	\$ 89,000.01
TOTAL : 3						\$ 223,945.00	\$ 206,375.01

State Agency Annual Contract Report

Report Parameters

Parameter	Non-Interface Agency OSF prepares	Interface Agency
Report Data Elements	<ul style="list-style-type: none"> • Agency name and number • P.O. Number • P.O. Date • Requisition Number • Supplier Name* • Supplier FEIN • Description of item/service* • Identify sole source/sole brand • Total Contract \$ value* • Total \$ expended as FY close* 	<ul style="list-style-type: none"> • Agency name and number • P.O. Number • P.O. Date • Requisition Number • Supplier Name* • Supplier FEIN • Description of item/service* • Identify sole source/sole brand • Total Contract \$ value* • Total \$ expended as FY close*
Include In Report	<ul style="list-style-type: none"> • Contract value exceeding \$50,000 but not exceeding \$100,000* • Professional Services* • Non-Professional Services* • Real Property Lease* • Equipment/Item Lease* 	<ul style="list-style-type: none"> • Contract value exceeding \$50,000 but not exceeding \$100,000* • Professional Services* • Non-Professional Services* • Real Property Lease* • Equipment/Item Lease*
Exclude In Report	<ul style="list-style-type: none"> • Interagency • Intergovernmental • Oklahoma Correctional Industries • Releases against statewide or non-encumbered contracts • Scheduled buys 	<ul style="list-style-type: none"> • Interagency • Intergovernmental • Oklahoma Correctional Industries • Releases against statewide or non-encumbered contracts • Scheduled buys
Reporting Period	By FY (July 1 through June 30)	By FY (July 1 through June 30)
Report Run date	Close of business June 30	As necessary to capture data
Media, Print, and Distribute	<ul style="list-style-type: none"> • Paper copies <u>OSF print 3 copies</u> (Purchasing Director – 1 copy, State agency – 1 copy, and State Auditor – 1 copy) 	<ul style="list-style-type: none"> • Paper copies <u>Agency print 3 copies</u> (Purchasing Director – 1 copy, State agency – 1 copy, and State Auditor – 1 copy)
Due Date	Not later than November 1	Not later than November 1

Notes to report parameters:

1. For definitions of terms, see revised Central Purchasing Division Rules
2. Asterisk* indicates data elements required by statute. Remaining data elements added by Purchasing Division for audit and file location purposes.
3. "Total contract \$ value" means the net value of the contract to include any increases or decreases from change orders.
4. As a reminder, the basic year contract value plus the value of all option years cannot exceed the agency delegated dollar purchasing authority.