

JOHN S. RICHARD
Director



BRAD HENRY
Governor

STATE OF OKLAHOMA
DEPARTMENT OF CENTRAL SERVICES

October 18, 2006

Dear Primary CPO:

The Department of Central Service has awarded a Prime Vendor contract for Office Products. This contract encompasses all State Use Vendors, who supply office products and Corporate Express. These companies have joined together to develop **ONESHOP**, a portal for office products. The portal will assure that each State Use item ordered will be shipped from the appropriate State Use Vendor.

The portal will eliminate placing multiple orders to multiple vendors for office products. Orders will be placed through the portal and payment made to one vendor. Not only will the portal improve the way office products are ordered, it will assure compliance with the State Use Program law. Orders not placed through the portal must be documented as to why the portal was not used to include product purchased, price and the cost savings to the State of Oklahoma. This documentation shall be maintained for audit purposes. Further information will be provided during the portal training session.

The Office Products Portal will be operational in January 2007. In order to prepare all state agencies for use of the portal, the State Use Program Office and Corporate Express will provide training for all users whether they requisition or purchase office products. Training will be provided on Wednesday, December 6, 2006 and Thursday, December 7, 2006. Training will be conducted at the Moore Norman Technology Center South Penn Campus, located at 13301 S. Pennsylvania, in Oklahoma City.

To sign up for the training, each individual will be required to submit a completed Portal Access Authorization form and the time they wish to attend training. Two hours of CPO credit will be given to attendees.

State Use Vendors will be sponsoring a trade show during these training sessions to inform agencies about the products and services the State Use Program can provide.

If you have any questions, please contact the State Use Program at (405)521-4474 or (405)522-3367.

Marti Sawyer
State Use Contracting Officer

Training Information: (Please submit with Portal Access Authorization Form)

Name: _____ Agency: _____

Training Times: (Please check one)

- 8:00 a.m. to 10:00 a.m. 10:15 a.m. to 12:15 p.m.
 1:15 p.m. to 3:15 p.m. 3:15 p.m. to 5:15 p.m. (if needed)

"Committed to Quality"

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