A. ACQUISITION THRESHOLDS

A.0.	$0 - $5,000 THRESHOLD - Purchasing requirements for $0 to $5,000:	check
A.0.1.	The acquisition method used was appropriate (state use, statewide contract & OCI (if lowest and best bid) were checked before open market acquisition was made). **(OAC 580:15-6-5)**	☐
A.0.2.	The acquisition process and acquisition was fair and reasonable. **(74 O.S. § 85.5.C.11.a & OAC 580:15-6-6 (b))**	☐
A.0.3.	Any competitive bid submitted to the State of Oklahoma or contract executed by the state for goods or services shall contain a certification. Section 85.22 of title 74. **(74 O.S. 85.22)**	☐
A.0.4.	Sales tax permit was verified thru DCS link or Oklahoma Tax Commission. Verification of sales tax permit was documented in the acquisition file. **(74 O.S. § 85.5 (O))**	☐
A.0.5.	Payment of products or services pursuant to a contract executed by state agency shall be made only after products have been provided or services rendered. **(74 O.S. § 85.44.B.; OAC 580-15-6-6(c)(7); and OAC 580-15-6-6(d)(8))**	☐

A.1.	$5,001 - $10,000 THRESHOLD - Purchasing requirements for $5,000.01 to $10,000:	check
A.1.1.	The acquisition method used was appropriate (state use, statewide contract & OCI (if lowest and best bid) were checked before open market acquisition was made). **(OAC 580:15-6-5)**	☐
A.1.2.	Any competitive bid submitted to the State of Oklahoma or contract executed by the state for goods or services shall contain a certification (DCS-FORM-CP-004, "Certification for Competitive Bid and Contract") stated in Section 85.22 of title 74. **(74 O.S. 85.22)**	☐
A.1.3.	Acquisition had documented specifications which include terms and conditions and evaluation criteria. **(OAC 580:15-6-6 (c)(1))**	☐
A.1.4.	The state agency shall make a written evaluation of criteria considered in selection of the supplier for the acquisition. The written evaluation shall be placed in the acquisition file. **(OAC 580:15-6-6(c)(4))**	☐
A.1.5.	A price quote and delivery date was solicited from a minimum of three (3) vendors. **(OAC 580:15-6-6 (c)(2), (3))**	☐
A.1.6.	The documentation of the price quote and delivery date was obtained from the suppliers. **(OAC 580:15-6-6 (c)(3))**	
A.1.7.	Acquisition was obtained from a supplier that has not been suspended or debarred by State Purchasing Director, Oklahoma Tax Commission or Federal government. **(OAC 580:15-6-6(c)(2))**	☐
A.1.8.	Verify the supplier has obtained a current sales tax permit.. Verification of sales tax permit, copy of sales tax permit or exemption document was documented in the acquisition file. **(OAC 580:15-6-6(c) (5) (A & B) (74 O.S. § 85.5 (O))**	☐
A.1.9.	The agency obtained a delivery document from the supplier that states at a minimum **(OAC 580-15-6-6 (c) (6))**: **a.** the date of delivery **b.** name and address of supplier **c.** description of the acquisition	☐
A.1.10.	The state agency noted the delivery date and person receiving the acquisition on the delivery document. (**OAC 580-15-6-6 (c) (6))**	☐
A.1.11.	The state agency shall pay the supplier following receipt, inspection, acceptance of the acquisition by the state agency and upon receipt of a proper invoice from the supplier. (**OAC 580-15-6-6 (c) (7))**	☐

A.1.	**$5,001 - $10,000 THRESHOLD - Purchasing requirements for $5,000.01 to $10,000:**	check
A.1.12.	The state agency did not pay travel expenses for the supplier over the amount included in the bid, proposal, or quotation. (**74 O.S. § 85.40**)	☐
A.1.13.	The state agency reciprocated the bidding preferences given by other states or nations to bidders domiciled in their jurisdictions for acquisitions pursuant to Central Purchasing Act. (**74 O.S. § 85.17A**)	☐

A.2.	**$10,001-$25,000 THRESHOLD - Purchasing requirements for $10,000.01 to $25,000:**	check
A.2.1.	The acquisition method used was appropriate (state use, statewide contract & OCI (if lowest and best bid) were checked before open market acquisition was made). **(OAC 580:15-6-5)**	☐
A.2.2.	Written specifications with terms and conditions and evaluation criteria were in the solicitation for acquisition. **(OAC 580:15-6-6(d)(1))**	☐
A.2.3.	Documented price solicitations from minimum of ten (10) suppliers in the appropriate commodity classification from registered suppliers list were present. **(OAC 580:15-6-6(d)(2))**	☐
A.2.4.	Acquisition was obtained from a supplier that has not been suspended or debarred by State Purchasing Director, Oklahoma Tax Commission or Federal government. **(OAC 580:15-6-6(d)(2))**	☐
A.2.5.	A written evaluation was performed and included in the acquisition file. **(OAC 580:15-6-6(d)(5))**	☐
A.2.6.	Any competitive bid submitted to the State of Oklahoma or contract executed by the state for goods or services shall contain a certification (DCS-FORM-CP-004, "Certification for Competitive Bid and Contract") stated in Section 85.22 of title 74. **(74 O.S. 85.22)**	☐
A.2.7.	Verify the supplier has obtained a current sales tax permit. Verification of sales tax permit, copy of sales tax permit or exemption document was documented in the acquisition file. (**OAC 580:15-6-6(d) (6) (A)** & **(74 O.S. § 85.5 (O))**	☐
A.2.8.	The agency obtained a delivery document from the supplier that states at a minimum **(OAC 580-15-6-6(d) (7))**: **a.** the date of delivery **b.** name and address of supplier **c.** description of the acquisition	☐
A.2.9.	The state agency noted the delivery date and person receiving the acquisition on the delivery document. (**OAC 580-15-6-6(d)(7))**	☐
A.2.10.	The state agency shall pay the supplier following receipt, inspection, acceptance of the acquisition by the state agency and upon receipt of a proper invoice from the supplier. **(OAC 580-15-6-6(d)(8))**	☐
A.2.11.	The state agency did not pay travel expenses for the supplier over the amount included in the bid, proposal, or quotation. **(74 O.S. § 85.40)**	☐
A.2.12.	The state agency reciprocated the bidding preferences given by other states or nations to bidders domiciled in their jurisdictions for acquisitions pursuant to Central Purchasing Act. (**74 O.S. § 85.17A**)	☐

A.3.	**$25,001-$50,000 THRESHOLD - Purchasing requirements for $25,000.01 to $50,000:**	check
A.3.1.	The acquisition method used was appropriate (state use, statewide contract & OCI (if lowest and best bid) were checked before open market acquisition was made). **(OAC 580:15-6-5)**	☐
A.3.2.	Written specifications with terms and conditions and evaluation criteria were in the solicitation for acquisition. **(OAC 580:15-6-6(e)(1))**	☐
A.3.3.	Documented price solicitations from all suppliers in the appropriate commodity classification from registered suppliers list were present. **(OAC 580:15-6-6(e)(2))**	☐
A.3.4.	Acquisition was obtained from a supplier that has not been suspended or debarred by State Purchasing Director, Oklahoma Tax Commission or Federal government. **(OAC 580:15-6-6(e)(2))**	☐
A.3.5.	A written evaluation was performed and included in the acquisition file. **(OAC 580:15-6-6(e)(5))**	☐

A.3.	**$25,001-$50,000 THRESHOLD - Purchasing requirements for $25,000.01 to $50,000:**	check
A.3.6.	Any competitive bid submitted to the State of Oklahoma or contract executed by the state for goods or services shall contain a certification (DCS-FORM-CP-004, "Certification for Competitive Bid and Contract") stated in Section 85.22 of title 74. **(74 O.S. 85.22)**	☐
A.3.7.	Verify the supplier has obtained a current sales tax permit. Verification of sales tax permit, copy of sales tax permit or exemption document was documented in the acquisition file. (**OAC 580:15-6-6(e)(6)(A)** & **(74 O.S. § 85.5 (O))**	☐
A.3.8.	The agency obtained a delivery document from the supplier that states at a minimum **(OAC 580-15-6-6(e)(7))**: **d.** the date of delivery **e.** name and address of supplier **f.** description of the acquisition	☐
A.3.9.	The state agency noted the delivery date and person receiving the acquisition on the delivery document. (**OAC 580-15-6-6(e)(7))**	☐
A.3.10.	The state agency shall pay the supplier following receipt, inspection, acceptance of the acquisition by the state agency and upon receipt of a proper invoice from the supplier. **(OAC 580-15-6-6(e)(8))**	☐
A.3.11.	The state agency did not pay travel expenses for the supplier over the amount included in the bid, proposal, or quotation. **(74 O.S. § 85.40)**	☐
A.3.12.	The state agency reciprocated the bidding preferences given by other states or nations to bidders domiciled in their jurisdictions for acquisitions pursuant to Central Purchasing Act. (**74 O.S. § 85.17A**)	☐

A.4.	**$50,001-$100,000 THRESHOLD - Purchasing requirements for $50,000.01 to $100,000:**	check
A.4.1.	A written request was submitted to and approved by the State Purchasing Director prior to conducting the acquisitions within this threshold. **(OAC 580:15-6-6(f))**	☐
A.4.2.	Any competitive bid submitted to the State of Oklahoma or contract executed by the state for goods or services shall contain a certification stated in Section 85.22 of title 74. **(74 O.S. 85.22)**	☐
A.4.3.	Verify the supplier has obtained a current sales tax permit. Verification of sales tax permit, copy of sales tax permit or exemption document was documented in the acquisition file. **(74 O.S. § 85.5 (O))**	☐
A.4.4.	Each contract entered into by any person or firm with the State of Oklahoma shall include a statement certifying persons who developed contract will not also perform contract. **(74 O.S. § 85.42.B**) - **(Applicable to service contracts)**	☐
A.4.5.	The state agency did not pay travel expenses for the supplier over the amount included in the bid, proposal, or quotation. **(74 O.S. § 85.40)**	☐
A.4.6.	The state agency reciprocated the bidding preferences given by other states or nations to bidders domiciled in their jurisdictions for acquisitions pursuant to Central Purchasing Act. (**74 O.S. § 85.17A**)	☐

A.5.	**GREATER THAN AGENCIES APPROVED THRESHOLD OR ACQUSITION LIMIT & ANY PURCHASES SUBMITTED TO CENTRAL PURCHASING:**	check
A.5.1.	The state agency submitted a requisition and supplier's competitive bids or proposals to the State Purchasing Director. **(74 O.S. § 85.7.A.1.)** *(Note: All open market acquisitions above agency's approved threshold or acquisition limit shall be performed by Central Purchasing.)*	☐
A.5.2.	A service requisition justification for nonprofessional or professional services was signed by the CAO of the agency or the CAO of the requisitioning unit justifying the acquisition. **(74 O.S. § 85.4.E.1)**	☐
A.5.3.	The state agency did not pay travel expenses for the supplier over the amount included in the bid, proposal, or quotation. **(74 O.S. § 85.40)**	☐

A.6.	ACQUISITION LIMITATION EXCEPTION	check
A.6.1.	The agency has subject matter experts, legal and procurement staff required by law in addition to the standard threshold requirements. **(580:15-6-6.1(a))**	☐
A.6.2.	A written request was submitted to and approved by the Director of the Department of Central Services prior to conducting the acquisition. **(OAC 580:15-6-6.1(b))**	☐
A.6.3.	Any competitive bid submitted to the State of Oklahoma or contract executed by the state for goods or services shall contain a certification stated in Section 85.22 of title 74. **(74 O.S. 85.22)**	☐
A.6.4.	Verify the supplier has obtained a current sales tax permit. Verification of sales tax permit, copy of sales tax permit or exemption document was documented in the acquisition file. **(74 O.S. § 85.5 (O))**	☐
A.6.5.	Each contract entered into by any person or firm with the State of Oklahoma shall include a statement certifying persons who developed contract will not also perform contract. **(74 O.S. § 85.42.B**) - **(Applicable to service contracts)**	☐
A.6.6.	The state agency did not pay travel expenses for the supplier over the amount included in the bid, proposal, or quotation. **(74 O.S. § 85.40)**	☐
A.6.7.	The state agency reciprocated the bidding preferences given by other states or nations to bidders domiciled in their jurisdictions for acquisitions pursuant to Central Purchasing Act. (**74 O.S. § 85.17A**)	☐

B. ACQUISITION ASSOCIATED PROCESSES

B.1.	CHANGE ORDERS - Change order requirements:	check
B.1.1.	The State Purchasing Director approved the change order if it increased the total contract to an amount above the agency's authority limit. **(OAC 580:15-6-6.2(b)(1))**	☐
B.1.2.	Change order in a contract for component or phased deliveries does not exceed 10% of original purchase order or contract. **(OAC 580-15-6-6.2(b)(2))**	☐
B.1.3.	Change orders for non-component or phased deliveries contracts do not exceed the scope of the original solicitation. **(OAC 580:15-6-6.2(b))**	☐

B.2.	RATIFICATION OF AN UNAUTHORIZED COMMITMENT - Ratification requirements:	check
B.2.1.	The state agency negotiated a proposal for the ratification of an unauthorized commitment with the supplier. **(OAC 580:15-6-17)**	☐
B.2.2.	The CAO approval or disapproval of the ratification request. **(OAC 580:15-6-17(1))** **B.2.2.1.** If the CAO approved the ratification, determine that agency completed steps (i) through (iv) stated below. **(OAC 580:15-6-17(1)(A))** **B.2.2.2.** If the CAO disapproved the ratification, verify the agency retained documents from the supplier and the state agency. **(OAC 580:15-6-17(1)(B))**	☐
B.2.3.	The agency negotiated a proposal for a settlement agreement with the supplier. **(OAC 580:15-6-17(1)(A)(i))**	☐
B.2.4.	The CAO signed the proposed settlement agreement. **(OAC 580:15-6-17(1)(A)(ii))**	☐
B.2.5.	The CAO documented the facts and circumstances of the unauthorized commitment. **(OAC 580:15-6-17(1)(A)(iii))**	☐
B.2.6.	The CAO submitted a copy of the settlement agreement and supporting documentation to the State Purchasing Director. **(OAC 580:15-6-17) (1)(A)(iv))**	☐

B.3.	GOVERNMENTAL AGREEMENTS - Acquisitions with governmental entities:	check
Acquisition from political division or subdivision, agency of the U.S. or another state agency does not evade competitive bidding requirements, provisions of the Central Purchasing Act, rules of the Purchasing Division or provisions related to the State Use Committee. **(OAC 580:15-6-6.2(d))**		☐

C. SPECIFIC ACQUISITIONS – specific acquisitions must observe acquisitions threshold requirements stated in section A.

C.1.	PROFESSIONAL SERVICES - Professional service contracts	check
C.1.1.	The vendor signed a sworn statement for the professional service contract **only if** the final product is a written report. **(74 O.S. § 85.41.F1).** ***Note:*** *Any state agency renewing a contract with a supplier shall not be subject to the provisions of paragraph 1 of this subsection. (**74 O.S. § 85.41.F2)***	☐
C.1.2.	An original performance evaluation was completed and retained. **(74 O.S. § 85.41B)**	☐
C.1.3.	An original performance evaluation included the quality of service or work product of the supplier. **(74 O.S. § 85.41B)**	☐
C.1.4.	A copy of the original performance evaluation was sent to State Purchasing Director **IF** there were deficiencies in supplier's work or product noted. **(74 O.S. § 85.41B)**	☐
C.1.5.	The agency monitored/audited the professional service contract. (**74 O.S. § 85.41.D)**	☐
C.1.6.	An audit clause was included in the contract which provides that all items of the supplier that relate to the professional services are subject to examination by the state agency and the State Auditor and Inspector. **(74 O.S. § 85.41.E)**	☐
C.1.7.	Payments for services were at a uniform rate throughout the duration of the contract **OR** had authorization from the State Purchasing Director for non-uniform payments. **(74 O.S. § 85.41.G.1. & 2.)**	☐
C.1.8.	The state agency did not pay travel expenses for the supplier over the amount included in the bid proposal. **(74 O.S. § 85.40)**	☐
C.1.1.	Each contract entered into by any person or firm with the State of Oklahoma Shall include a statement certifying that no person who has been involved in any manner in the development of that contract while employed by the State of Oklahoma shall be employed to fulfill any of the services provided for under said contract. **74 O.S. § 85.42.B (Applicable to sole source and professional service contracts.)**	☐
C.1.2.	Verify employee(s) that has terminated employment with the Agency within a year's time has not been contracted for a sole source or professional service contract. (**74 O.S. § 85.42**)	☐

C.2.	SOLE SOURCE/ SOLE BRAND - Sole Source/ Sole Brand purchases:	check
C.2.1.	A sole source or sole brand acquisition certificationwas signed by the CAO. **(74 O.S. § 85.45j.A.2)**	☐
C.2.2.	The reason such a purchase is necessary was documented by the CPO if within the agency's authority limit or by the State Purchasing Director if it exceeds the agency's authority limit. **(74 O.S. § 85.45j.A.6. & 7.)**	☐
C.2.3.	Each contract entered into by any person or firm with the State of Oklahoma shall include a statement certifying that no person who has been involved in any manner in the development of that contract while employed by the State of Oklahoma shall be employed to fulfill any of the services provided for under said contract. **74 O.S. § 85.42.B (Applicable to sole source and professional service contracts.)**	☐
C.2.4.	Verify employee(s) that has terminated employment with the Agency within a year's time has not been contracted for a sole source or professional service contract. (**74 O.S. § 85.42**)	☐

C.3.	EMERGENCY ACQUISITIONS - Emergency acquisitions purchases (Emergency threshold changed from $50,000 to $100,000 as of August 26, 2009 (74 O.S. 85.7.A.4)):	check
C.3.1.	The agency submitted a requisition to the State Purchasing Director within five days following the acquisition. **(74 O.S. § 85.7.A.4)**	☐
C.3.2.	The agency submitted a statement of emergency with the requisition. **(74 O.S. § 85.7.A.4)**	☐

C.4.	INFORMATION TECHNOLOGY – Information technology purchases:	check
NOTE:	*A general exception is commercial off the shelf acquisitions of $2,500.00 or less. (**OAC 580-15-6-21(d))***	-

C.4.	INFORMATION TECHNOLOGY – Information technology purchases:	check
C.4.1.	Vendor provides documentation of scheduled upgrades or improvements over a projected three (3) year period. **(74 O.S. § 85.7c.A.1)**	☐
C.4.2.	Vendor provides documentation that no recommended or required upgrades are needed over 3 year period starting from targeted purchase date. **(74 O.S. § 85.7c.A.2)**	☐
C.4.3.	Vendor agrees to no additional charge for the acquisition of an upgrade or enhancement to a high technology system. **(74 O.S. § 85.7c.B (1) & (2))**	☐
C.4.4.	Vendor provides documentation that required or recommended upgrade enhances or is necessary for performance of agency's duties and responsibilities. **(74 O.S. § 85.7c.B (3))**	☐
C.4.5.	Vendor provides documentation that the vendor will no longer supply assistance to the state agency for the purpose of maintenance of the system and that the functions performed by the system are necessary for the performance of the agency's duties and responsibilities. **(74 O.S. § 85.7c.B (4))**	☐
C.4.6.	The accessibility determination was part of the evaluation when the product was procured. (**OAC 580-15-6-21(a)(3))**	☐
C.4.7.	Contract includes a clause ensuring compliance with IT Accessibility Standards. **(OAC 580:15-6-21(b)(1))**	☐
C.4.8.	Exception notification is present in the acquisition file if contract does not include a clause ensuring compliance with IT Accessibility Standards. **(OAC 580:15-6-21 (c)(1)(2))**	☐

C.5.	TRAVEL (Air) - Travel purchasing:	check
C.5.1.	All claims made for reimbursement contains a statement indicating the reason for exemption. **(74.O.S. § 85.45k(C))**	☐
C.5.2.	**IF** the travel category is tested, add additional attributes to review per **OAC 580:15-6-14.**	☐

C.6.	FIXED-RATE CONTRACTS - Fixed-rate contracts purchasing:	check
C.6.1.	The rate was approved as a fixed rate pursuant to **74 O.S. § 85.7.A.11 and OAC 580-15-6-6.2(c).**	☐
C.6.2.	The rate paid by the agency agreed to the approved fixed-rate. **(74 O.S. § 85.7.A.11.d.)**	☐
C.6.3.	The contracted service agreed to the approved qualified service. **(74 O.S. § 85.7.A.11.d.)**	☐

D. OTHER REQUIREMENTS

D.1.	SPLIT PURCHASING	check
	Review expenditures for audit period to ensure Agency did not make split purchases for the purpose of evading the Agency's approved dollar threshold for competitive bids. (**OAC 580:15-6-6.2(a)**)	☐

D.2.	INTERNAL PURCHASING PROCEDURES	check
	Each state agency shall develop internal purchasing procedures for acquisitions by the state agency. Procedures shall, at a minimum, include provisions for the state agency's needs assessment, funding, routing, review, audits, monitoring, and evaluations. **(74 O.S. § 85.39.A.1)**	☐
D.3.	***EXEMPT ENTITIES / EXEMPT ACQUISITIONS***	check
	Reference 74 O.S. § 85.3A for a list of exempt entities and reference 74 O.S. § 85.12 for a list of acquisitions that are not subject to provisions of the Oklahoma Central Purchasing Act except for Section 85.39.	-

This guide is NOT RULES or REGULATIONS. This guide has been prepared by the Department of Central Services' Audit Unit to assist agencies in complying with Central Purchasing Rules and the Oklahoma Central Purchasing Act.

Agencies should be advised that the use of this guide will not relieve the Agency from any responsibility to fully comply with all provisions of the law and regulations.