



John S. Richard
Director

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STATE OF OKLAHOMA
DEPARTMENT OF CENTRAL SERVICES

November 7, 2000

RE: Use of Federal General Service Administration Contracts

References: 74 O.S. Supp. 1999 §§ 85.4.L., 85.5.G, 85.H., 85.12.B.21.

Effective October 1, 2000, the State Purchasing Director has authorized state agencies to compare pricing, terms and conditions of federally awarded contracts to acquire goods and/or services available through a federal General Services Administration (GSA) contract on an individual requisition basis for acquisitions exceeding 2,500.00.

All applicable agencies requesting purchases from a GSA contract shall process requisitions through Central Purchasing. Agencies are required to provide Central Purchasing the following information with each requisition:

1. A cover letter, signed by the agency primary Certified Procurement Officer, to the State Purchasing Director requesting that Central Purchasing acquire goods or services from a GSA contract;
2. A completed requisition to Central Purchasing which includes the named GSA contractor, the GSA contract award number, product description including the Federal Supply Schedule (FSS) product number and GSA pricing information;
3. A copy of the GSA contract with the items being requested highlighted;
4. If the GSA contract is a "catalog award," a copy of the catalog page;
5. The terms and conditions of the GSA contract;
6. Comparative pricing from either a statewide contract or agency derived quote.

The above conditions are required to be met by requesting agencies regardless of specific statutory authority to acquire products through a GSA contract. For those agencies with a specific authority, the title and section of the Oklahoma Statutes shall be included on the requisition to Central Purchasing. Prior purchasing arrangements between those state agencies and Central Purchasing are not affected.

Approval of a requisition for an acquisition from a GSA contract is not automatic. The State Purchasing Director will determine the validity of each acquisition on an individual basis. Agencies will be notified of either approval and/or denials.

Central Purchasing will maintain a database of all GSA purchase requests.

State Use and Oklahoma Correctional Industries preferences remain in effect.

The Vendor Complaint file for GSA contracts will be maintained the same as non-GSA contractors.

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