

	<b>Office of Management and Enterprise Services</b>	
PROCEDURE: # AQ-002	CENTRAL PURCHASING	PAGE 1 of 1
Oklahoma Correctional Industries		Effective Date: February 1, 2014

1. If an acquisition is not available from the State Use Committee within the time period required by the purchasing state agency or if it does not have an established market value, state agencies shall make acquisitions from the Oklahoma Correctional Industries (OCI).
  
2. Go to OCI's website: <http://www.ocisales.com/>
  
3. Look at the available items and if the desired item is available, two options are available:
  - 3.1. **OPTION #1:** Place an order with OCI without competitive bidding by creating a Purchase Order or using the State authorized P-Card via OCI's website, mail or phone:
    - 3.1.1. WEBSITE: Order from the website: <http://www.ocisales.com/contactus.aspx>
    - 3.1.2. MAIL: Oklahoma Correctional Industries – Sales Office  
3402 Martin Luther King Boulevard  
Oklahoma City, OK 73111
    - 3.1.3. PHONE: Statewide – 1-800-522-3565  
Local (Oklahoma City) – 405-962-7000
  - 3.2. **OPTION #2:** Issue a solicitation (competitively bid)
    - 3.2.1. Issue an open market solicitation, which shall include OCI as a bidder; and
    - 3.2.2. An exemption from OCI shall be requested and granted from OCI, prior to award, if OCI is not the lowest and best bidder.
    - 3.2.2. Award to the lowest and best bidder.
  
4. If the item is not available from OCI, purchase item utilizing agency authority limits (Procedure AQ-004 or AQ-005).