



MEMO
State Chief Information Officer

TO: All Agency Directors

FROM: Alex Z. Pettit, State Chief Information Officer 

DATE: July 20, 2012

SUBJECT: eProcurement for Information Technology and Telecommunication

The Information Services Division (ISD) of the Office of State Finance (OSF) *[to be renamed effective 8/24 to the Office of Management and Enterprise Services – OMES]* has been working on the development and implementation of ePro in relation to statutory requirements of the CIO's office. The new business process for all IT purchases will be to submit an ePro requisition via PeopleSoft. We anticipate having all agencies functional by the end of August 2012.

For the past two months we have been piloting the rollout with approximately 30 agencies. Announcements have been sent out to agency certified procurement officers (CPOs) regarding training and requirements. All agencies are to have attended training by August 31, 2012. After this date we do not intend to accept purchase review requests via the old Form 115 process.

I am asking for your assistance with the timeframes established. Please ask your personnel to make sure that your agency's purchasing requestors, approvers and account validating personnel schedule and attend training for ePro.

Additionally, we are advising agencies that after August 31, 2012, the official form of file storage related to IT procurement documents will be within PeopleSoft. Therefore, all purchase documents should be stored with the purchase order as completed in PeopleSoft. This will enable the state to maintain one official form of storage and retrieval, eliminate the need for paper storage and ensure files can be easily located for future purposes.

Your patience and cooperation with this matter is appreciated. We ask that you hold individual questions until after training to reduce repeated communications and high volume inquiries. If after training you have questions regarding ePro, please forward them to our helpdesk at helpdesk@osf.ok.gov for proper routing. In addition to posting the ePro manual on the OSF/OMES/CIO website, we will be developing a frequently asked questions section based on feedback from agencies regarding ePro and provide answers/solutions for reference.

AZP:crh
cc: Agency IT Directors/CIOs