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Central Purchasing Division

Preston Doerflinger
Director and Secretary
of Finance and Revenue

State of Oklahoma
Office of Management and Enterprise Services

PROCUREMENT INFORMATION MEMORANDUM 00-02

TO: **All Certified Procurement Officers**

REVISION DATE: **February 6, 2013**

SUBJECT: **Use of Federal General Service Administration ("GSA") Contracts**

REFERENCES: **Title 74 O.S. § 85.12.19 and Title 74 O.S. § 85.5.G**

Effective October 1, 2000, the State Purchasing Director authorized state agencies to compare pricing, terms and conditions for federally awarded contracts to acquire goods and/or services available through a GSA contract on an individual requisition basis for acquisitions exceeding $5,000. For GSA acquisitions related to Information Technology (IT) products or services, please refer to the Chief Information Officer (CIO) for guidance.
State Use contracts and Mandatory Statewide contracts still take precedence over items that can be purchased from GSA.

1. What can I buy from GSA?

Although a few agencies have Federal authorization to use GSA contracts for all or specific acquisitions, most non-Federal entities are only allowed to make acquisitions from groups of contracts specifically approved for use by non-Federal government entities. These contracts can be found by accessing the GSA Advantage website:

https://www.gsaadvantage.gov/advantage/main/start_page.do

Select the link titled "State & Local Governments". This link will give you the contracts currently available for use and show you the icons associated with these contracts. If you search for an item/service and see one of the approved icons next to the item, you know it has been approved for use by state and local governments. Below is an example of an item that has one of the currently approved icons telling you it is available. The approved contracts change from time to time, so you must check the "State and Local" link each time you wish to use a GSA contract.

KITCHEN CLASS-K FIRE EXTINGUISHERS EXTIN
408-25074
Item: Extinguisher Class K 6 Liter Rechargable. Category: Safety & Security|Fire, Gas & Water Protection|Fire Extinguishers - Kitchen Class-K Fire Extinguishers. ATTRIBUTES Body Ma...
Mfr: KIDDEFIRE EXTINGUISHERS DIV

Buy Commercial
from **$155.97**
(incl: w dv h d s 8a)
from 11 sources



BPA

2. I found an item/service I want, what do I need to do next?

Although some GSA suppliers will try to tell you differently, GSA pricing is "or better" pricing. You are required at this time to get quotes from at least three suppliers, which one may be from a Statewide contract. Sometimes, there is more than one supplier on the GSA contract that offers the same item/service. You will want to check the commercial market to be sure the pricing is competitive as well.

If you are buying services, you will want to establish some evaluation criteria for pricing and qualifications, just as if you were doing an Open Market purchase.

3. I have selected my GSA supplier, now what is required?

Use of a GSA contract requires a "willing partner". The supplier must agree to the General Provisions in Section A of the Central Purchasing Division solicitation package. They must also comply with the required Vendor Registration process. Of course, you must follow any of your normal Internal Purchasing Procedures, but if those items are met, you must submit the following documents electronically to Central Purchasing:

a. A copy of the three quotes with the recommended supplier's quote clearly indicating it is a GSA quote.
b. Signed acceptance of the Oklahoma Terms and Conditions from the supplier.
c. An eProcurement requisition with the proper internal approvals and the items in "a" and "b" uploaded to the requisition.

4. What will the Central Purchasing Contracting Officer do with my request?

The Central Purchasing Contracting Officer will likely do a quick market check and then obtain the approval of the State Purchasing Director. A Purchase Order will then be issued and emailed to your agency.

Point of contact for this memorandum is Jan Hall, Contracts Manager

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