

WELCOME!!



2014 CPO TRAINING COURSE



Steve Hagar
Deputy Director
Central Purchasing



Course Overview

Day One:

- **Opening Remarks – Scott Schlotthauer**
- **Procurement – CPA, Rules, HB1032 – Steve Hagar**
- **State Use – Daron Hoggatt**
- **Oklahoma Correctional Ind. (OCI) – Justin Farris**
- **Sole Source, Ethics – Keith Gentry**
- **Solicitation Web-site – Laura Bybee**
- **P/Card – Linda Powell**
- **Purchase Procedures – Keith Gentry**
- **Legal/Protests – Tim Tuck**

Day Two:

Course Overview

- **Questions – Steve, Jan and Keith**
- **State Leasing – Carie Carman**
- **Constructions and Properties – Bill Harrell**
- **Fleet – Tom Bogdanowicz**
- **Information Tech. – Hurtisine Franklin**
- **Stephen Covey 90/10 rule – Steve Hagar**
- **Specification Writing – Steve Hagar**
- **Solicitation Development – Jan Hall**
- **Exercises – Solicitation Development – Jan Hall**
- **Definitions – Jan Hall**

Course Overview

Day Three:

- **Questions, Staff introductions – Steve, Jan, Keith**
- **Performance Information Procurement – Steve Hagar**
- **Strategic Sourcing – Steve Hagar**
- **Audit, Ratification, and Fraud – Brittany Porter**
- **OMES & CP Web-Sites, PIMS – Jan Hall**
- **Common Sense Negotiations – Steve Hagar**
- **Evaluation Methodology - Jan Hall**
- **On-Line Resources – Jan Hall**
- **Review – Steve, Jan and Keith**



So you want to be a Certified Procurement Officer (CPO)?

Attend 3-day course (all sessions)

Pay \$500.00 for CPO course

Pass CPO examination (70%)

Test dates: September 19th

Bring photo ID

Allow 4 hours for testing

One re-test allowed

Re-test: September 26th (will be re-scheduled on your behalf should it be necessary)

Office of Personnel Management in

Jim Thorpe Building

Two year CPO Revalidation

Requires 24 hours of Continuing Education Units (CEU) over a two year period
(one day of instruction = 6 hours max. credit)

All classes need to be pre-approved by Central Purchasing prior to attendance

- <http://www.ok.gov/OSF/>
 - Central Purchasing
 - CPO Training Program
 - Courses approved for CPO credit





What is the primary objective of public procurement?

To satisfy the *minimum* need
of the organization!

WE ARE GOVERNED BY: THE CENTRAL PURCHASING ACT

TITLE 74 O.S. § 85.1

All state agency activities relating to purchasing shall be under the direction of Central Purchasing (C.P.) unless otherwise provided by the Oklahoma Central Purchasing Act.



The State Purchasing Director

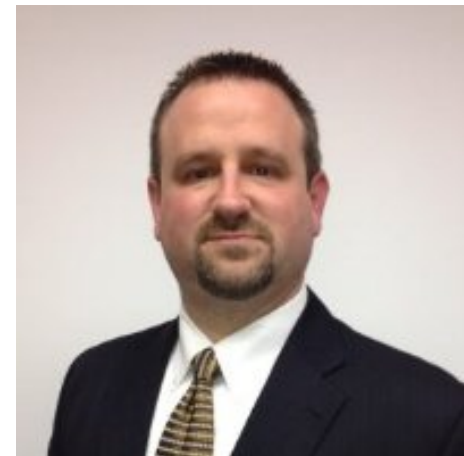
- The State Purchasing Director (SPD) has sole and exclusive authority and responsibility for all acquisitions used or consumed by state agencies, *except for Information Technology related goods and services*
 - Authority delegated to CPO by Law of Agency
- *Has the authority to certify state agency purchasing officials as Certified Procurement Officers (CPO)*



Chief Information Officer

- The Chief Information Officer shall have sole and **exclusive authority and responsibility for all acquisitions of information and telecommunications technology**, equipment, software, products and related peripherals and services used or consumed by state agencies.

Chief Information Officer
Bo Reese



Oklahoma's Official Web Site



Office of Management and Enterprise Services (OMES)

[FAQs](#) [Contact](#) [OMES-Alerts](#) [OMES & CORE Calendar](#) [RSS Feeds](#)

[CIO](#)

[Comptroller & Budget](#)

[Central Purchasing](#)

[Capital Assets Management](#)

[HR & Benefits](#)

[Forms](#)

Search Site

Go

[Share](#) | [Print](#)

[Home](#)



Divisions

- Central Purchasing
- Division of Budget, Policy and Communications
- Division of Capital Assets Management (DCAM) - Formerly DCS
- Division of Central Accounting and Reporting
- Employees Group Insurance Division (EGID) - Formerly OSEEGIB
- Human Capital Management (HCM) - Formerly OPM
- Information Services Division (ISD)

Transparency

- OKStateStat
- Data.OK.gov
- OpenBooks
- Recovery.OK.gov
- Documents.OK.gov
- Forms.OK.gov

General Information

- Administration
- Business Application Services (CORE) Essentials
- Careers
- News
- OMES Locations
- OMES Rules, Policies & Statutes
- OMES Employee Information

[CP Home](#)

[RFP/ITB](#)

[Statewide Contracts](#)

[Vendor Registration](#)

[CPO Procurement](#)

[Vendor Solicitation](#)

[Vendor Performance](#)

[CP Processes, Rules & Statutes](#)

[CP Contact Info](#)

[CP Library: forms, PIMs, memos, etc](#)

[CP Announcements](#)

[Item Maintenance](#)

CENTRAL PURCHASING DIVISION

Mission Statement

Provide leadership and services for innovative, responsive, and accountable public procurement by working in partnership with state agencies, local governments and suppliers to provide quality goods and services, striving to optimize taxpayer dollars while carefully monitoring and improving the use of our time, talent and resources.

Goals

- Provide efficient services that meet the customers' needs by innovative strategic sourcing programs, taking advantage of emerging technologies, practices, resources, and economies of scale, and appropriate consideration of special needs groups and the use of statewide contracts and purchase card systems.
- Sound financial systems and practices to support CP's services by ensuring accurate and accountable financial performance.
- Efficient procurement and payment processes that conserve CP resources through reduced administrative costs.
- A trained and effective certified purchasing officer training program, which enables best purchasing practices.
- A trained and skilled CP staff.

General Information

The Purchasing Division performs procurement functions and provides oversight of state agencies' procurement activities as defined by the Oklahoma Central Purchasing Act (74 O. S. §85.1, et seq.) The Division ensures fair and equitable processes for procurement functions resulting in timely delivery of quality products and support services.

Other services includes:

- Overseeing [The State Use Program](#), which assists in providing meaningful and gainful employment to persons with disabilities through state contracts for products and services.

Purchasing Code of Ethics

The staff of the Office of Management and Enterprise Services - Central Purchasing Division strives to professionally represent the state by providing purchasing representation and guidance that adhere to state law and statutes. State purchasing professionals will provide unbiased representation in our efforts to fairly and economically utilize state tax dollars in the fulfillment of various agency missions. Commonly shared values and ethical standards guide

Announcements

[How to do Business with the State](#)
Updated 02/28/2013

[Oklahoma Best Value Project Information](#)
Updated 10/25/2012

[NASPO Multi-state Natural Gas Vehicle Cooperative contract](#)
Updated 10/05/2012

[State Bid Preferences & Reciprocity](#)
Updated 10/25/2012

[Cost Savings Report](#)
Updated 5/20/2013

Related Topics

[DCS-Procurement-Modernization-Report](#)

[CORE News & Tips](#)

[VPAT & Accessibility](#)

[One-Net Contracts](#)

Purchasing Procedures Rules & Statutes

Oklahoma's Official Web Site
OKLAHOMA
www.ok.gov

OMES: Central Purchasing

News Room RSS Feeds

PCard Information State Use Program FAQs

Search Site [Share](#) [Print](#)

Division of Capital Assets Management Home Page / Central Purchasing / CP Processes, Rules & Statutes

CP Home
RFP/ITB
Statewide Contracts
Vendor Registration
CPO Program
Vendor Verification
Vendor Performance
CP Processes, Rules & Statutes
CP Contact Info
CP Library: forms, PIMs, memos, etc
CP Announcements
Item Maintenance

CENTRAL PURCHASING PROCESSES, RULES AND STATUTES

Rules, Statutes and Standards

- Central Purchasing Act (Released 07/01/2011, revised 03/01/2013) (through 2012 Legislative Session)
- Central Purchasing Rules (Effective 07/01/2013)
- VPAT and Oklahoma IT Accessibility Standards

Purchasing Processes

- Acquisition Process ([Procurement Flow Chart](#)) (released 09/11/2009)
 - AQ-001 - State Use (released 09/11/2009, revised 03/01/2013)
 - AQ-002 - Statewide Contracts (released 09/11/2009, revised 03/01/2013)
 - AQ-003 - Oklahoma Correctional Industries (OCI) (released 03/01/2013)
 - AQ-004 - Requisition through Central Purchasing (released 03/01/2013)
 - AQ-005 - Agency Internal Requisition (released 09/11/2009, revised 03/01/2013)
- Purchase Card (PDF) (revised 01/22/2013)
- SW Exception Process ([SW Exception Flow Chart](#)) (released 08/01/2011)

Solicitation Process

1. In order to assure uniformity and better accessibility of published documents, Central Purchasing:
 - **requires** using the CP solicitation packages for solicitations processed through Central Purchasing:
 - CP-FULL - for complex solicitations requiring specifications, special provisions, etc
 - CP-SHORT - for simple solicitations
 - **recommends** using the AGENCY solicitation packages for solicitations processed internally by an agency, especially for requisitions within \$50-\$100k threshold in order to mitigate the risk of possible litigation by using CP approved terms and conditions:
 - AGENCY-FULL - for complex solicitations requiring specifications, special provisions, etc
 - AGENCY-SHORT - for simple solicitations
 - GENERAL PROVISIONS: CP or AGENCY (agencies and entities exempted from the Central Purchasing Act are encouraged to use at least general provisions provided by the Central Purchasing Division; provisions are being frequently updated)

http://www.ok.gov/DCS/Central_Purchasing/CP_Rules_&_Statutes/index.html

Statute and Rule Changes (HB 1032)



**All State Agencies can purchase at least \$5,000 ~
Agencies with CPO and Internal Procedures:**

- Agency < \$5,000 (fair & reasonable)
- Agency \$5,001 < \$10,000 (3 quotes)
- Agency \$10,001 < \$25,000 (10 quotes)
- Agency \$25,001 < \$50,000 (all registered vendors)
- Agency \$50,001 < \$100,000 (by approval of SPD)

Impact of House Bill 1032 on Central Purchasing Act (Title 74) effective August 26, 2009

- **Section 85.5.C.11.a.** – fair and reasonable dollar threshold raised from \$2,500 to \$5,000
- **Section 85.5.G.4.** – renegotiate existing contracts prior to cancelation, cannot extend term
- **Section 85.5.L.2.** – State P-Card \$2,500 to \$5,000
- **Section 85.7.A.1** – Agency limit rose from \$25,000 to \$50,000 or as authorized by SPD not to exceed \$100,000

Impact of House Bill 1032 on Central Purchasing Act (cont.)

- **Section 85.43.A. (– D.)** -- The Chief Administrative Officer of an agency shall submit to the SPD and the State Auditor and Inspector by November 1st, a report of all purchases greater than \$50,000 but not in excess of \$100,000
- **Section 85.5.T** – allows for agency acquisitions in excess of \$100,000 provided:
 - Subject matter experts on staff
 - Necessary legal and procurement staffCertification from the Director of the Department of Central Services that acquisition does not conflict with a SWV initiative

Agency responsibilities:

- ✓ contract management
- ✓ legal fees associated with defense of protests

Search Site

Go

[Share](#) | [Print](#)

[Division of Capital Assets Management Home Page](#) / [Central Purchasing](#) / [CP Processes, Rules & Statutes](#)

[CP Home](#)

[RFP/ITB](#)

[Statewide Contracts](#)

[Vendor Registration](#)

[CPO Program](#)

[Vendor Verification](#)

[Vendor Performance](#)

[CP Processes, Rules & Statutes](#)

[CP Contact Info](#)

[CP Library: forms, PIMs, memos,
etc](#)

[CP Announcements](#)

[Item Maintenance](#)

CENTRAL PURCHASING PROCESSES, RULES AND STATUTES

Rules, Statutes and Standards

- [Central Purchasing Act](#) (Released 07/01/2011; Updated 03/01/2013) (Contains laws through 2012 Legislative Session)
- [Central Purchasing Rules](#) (Effective 07/01/2013)
- [VPAT and Oklahoma IT Accessibility Standards](#)

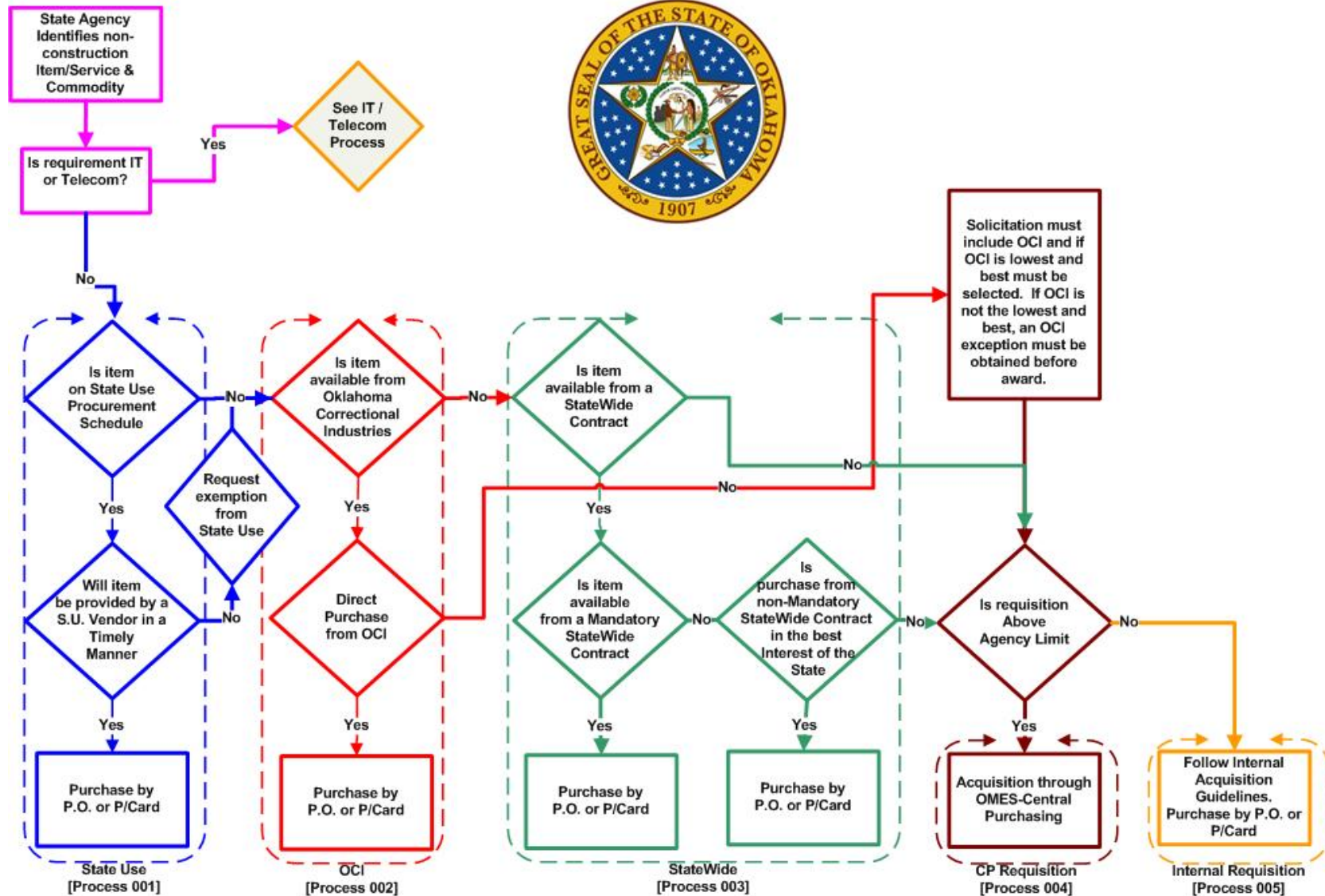
Purchasing Processes

- Acquisition Process ([Procurement Flow Chart](#)) (released 09/11/2009)
 - AQ-001 - State Use (released 09/11/2009, revised 03/01/2013)
 - AQ-002 - Statewide Contracts (released 09/11/2009, revised 03/01/2013)
 - AQ-003 - Oklahoma Correctional Industries (OCI) (released 03/01/2013)
 - AQ-004 - Requisition through Central Purchasing (released 03/01/2013)
 - AQ-005 - Agency Internal Requisition (released 09/11/2009, revised 03/01/2013)
- [Purchase Card \(PDF\)](#) (revised 01/22/2013)
- [SW Exception Process \(SW Exception Flow Chart\)](#) (released 08/01/2011)

Solicitation Process

1. In order to assure uniformity and better accessibility of published documents, Central Purchasing:

- **requires** using the CP solicitation packages for solicitations processed through Central Purchasing:
 - CP-FULL - for complex solicitations requiring specifications, special provisions, etc
 - CP-SHORT - for simple solicitations
- **recommends** using the AGENCY solicitation packages for solicitations processed internally by an agency, especially for requisitions within \$50-\$100k threshold in order to mitigate the risk of possible litigation by using CP approved terms and conditions:
 - AGENCY-FULL - for complex solicitations requiring specifications, special provisions, etc
 - AGENCY-SHORT - for simple solicitations
 - GENERAL PROVISIONS: CP or AGENCY (agencies and entities exempted from the Central Purchasing Act are encouraged to use at least general provisions provided by the Central Purchasing Division; provisions are being frequently updated)



What solicitation process do I utilize????

- Agency < \$5,000 (fair & reasonable)
 - No solicitation required, some market research recommended
- Agency \$5,001 < \$10,000 (3 quotes, if available)
 - Request for Quote (RFQ) phone or fax, document file. Considered informal solicitation process
- Agency \$10,001 < \$25,000 (10 quotes, if available)
 - Request for Proposal (RFP) solicit written proposal from suppliers.
- Agency \$25,001 < \$50,000 (all registered vendors)
 - Request for Proposal (RFP) solicit written proposal from suppliers.
- Agency \$50,001 < \$100,000 (by approval of SPD)
 - Request for Proposal (RFP) solicit requiring written proposal from suppliers.

General Procurement Issues

- **Requisitions:**

Agency acquisitions processed by C.P. must be initiated by an agency written request (requisition)

- **Waivers:**

- *Title 74 § 85.7.2.b.*

- *The State Purchasing Director may waive or increase the limit authorized for a state agency acquisition by not more than ten percent (10%) to perfect an otherwise valid acquisition in advertently exceeding the limit due to administrative error by the state agency or unforeseeable circumstances.*

General Procurement Issues (continued)

- **Open Market Purchase**

- A one-time purchase that does not exceed the threshold requiring competitive bid

- **Split Purchasing**

Dividing a known quantity or failing to consolidate a known quantity for purposes of evading a competitive bid requirement or p-card threshold

Split purchasing is a felony offense



General Procurement Issues (continued)

- **Public Finance**

- Title 62 in the Oklahoma State Statutes



- **Lease-Purchase Agreements**

- Title 74 § 85.4.1. 1-4
- No state agency shall enter into a lease-purchase agreement for real property costing LESS than \$50,000
- Council of Legislative Bond Oversight shall have the authority to determine the most cost effective method for obtaining financing and is subject to provisions of the OK Bond Oversight & reform act.
- Financing shall be competitively bid through Central Purchasing

General Procurement Issues

(continued)

- **Public Sale Procedures (74.85.44.C.)**

- It is unlawful to enter into a contract in which the agency furnishes materials or equipment to be used by the vendor if the contract allows the vendor to acquire ownership except through competitive bid

- **Statewide Contracts**

- Competitively bid by Central Purchasing
- Specific contract period
- Specific type of acquisition
- Indefinite delivery type

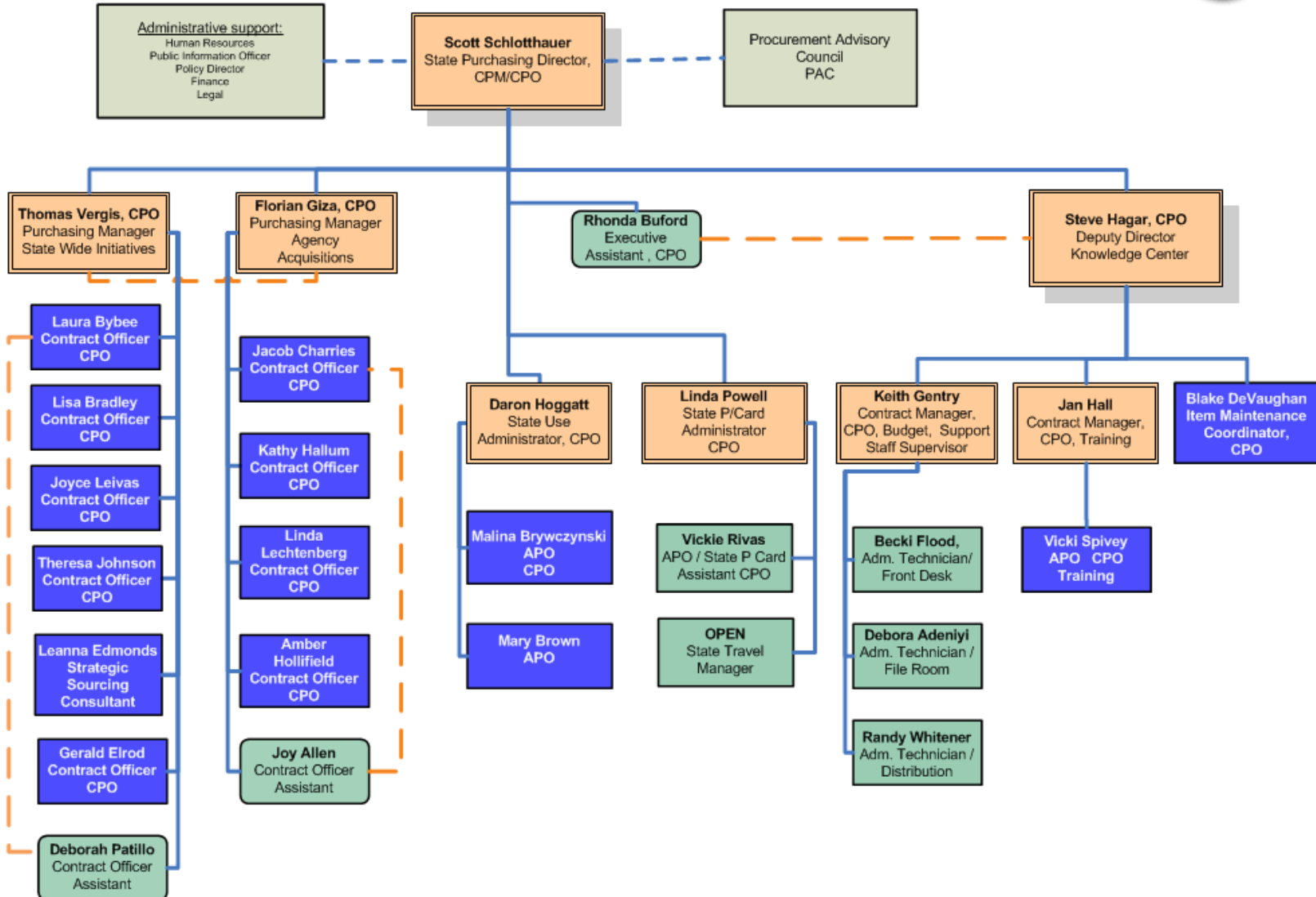
Reduces agency administrative burden by allowing agencies to place orders as supplies or services are needed





Office of Management and Enterprise Services

Central Purchasing Division revised August, 2014





CONTACT US!!!



CONTACT US!!!

- **STATE USE**
 - Daron Hoggatt, State Use Manager 521-4474
 - Malina Brywczyński 522-3367
 - Mary Brown 521-2128
- **P/CARD & TRAVEL**
 - Linda Powell 522-4812
 - Vicki Rivas 522-4970
- **TRAINING**
 - Jan Hall 522-0702
 - Vicki Spivey 522-4963
- **VENDOR REGISTRATION**
 - Theresa Montoya 405-521-6948
- **ITEM MAINTENANCE**
 - Blake DeVaughan (back-up) 405-521-2120
- **FRONT DESK**
 - Becki Flood 522-0955
 - Randy Whitener 522-1054
- **CONTRACT FILE ROOM**
 - Debora Adeniyi 522-2729

