

# Central Purchasing Announcement



**Announcement Number: CP 2010-05-12**

**DATE:** May 12, 2010

**TO:** All CPO's

**FROM:** Steve Hagar

**SUBJECT:** Processing of the State's Information Technology (IT) and Telecommunication Procurement needs.

**Direct questions about this communication to:** [helpdesk@osf.ok.gov](mailto:helpdesk@osf.ok.gov)

This announcement is to inform you that OSF and DCS signed an interagency agreement to form a partnership for the processing of the State's Information Technology (IT) and Telecommunication Procurement needs.

Agencies should continue to process their IT and Telecommunication procurement needs through OSF according to statutes, thresholds, and procedures developed (refer to OSF's Information Services Division web site at: [http://www.ok.gov/OSF/Information\\_Services/index.html](http://www.ok.gov/OSF/Information_Services/index.html)).

When submitting an OSF Form 115 Plan Approval to OSF, agencies will need to include all of the required standards documents ( specifications/scope, special provisions, sole source document, OSF Form 115, quotes, agreement or contract, ) in addition to the following as applicable; a suggested vendor list, VPAT(s), proper PeopleSoft requisition form, and evaluation scoring tool. Upon completion of OSF's review, OSF will either return the documents to your agency or forward them to DCS, just as they have in the past.

All exceptions to mandatory information technology or telecommunication statewide contracts should be submitted to OSF on a form 115, with details as to why the exception is needed. This request should also include all of the relevant information identified above in paragraph three. Upon approval, OSF will either return the documents to your agency or forward them to DCS, according to your request.

With the appointment of the State's Chief Information Officer, OSF may develop additional processes in the future in which case you will be notified.

We value your input and would like to hear about your ideas or suggestions in identifying potential Information Technology or Telecommunication statewide contracts. If you would like to share your ideas please send them to the OSF Helpdesk at: [helpdesk@osf.ok.gov](mailto:helpdesk@osf.ok.gov).

Questions about this notice should be directed to the OSF helpdesk.