



John S. Richard
Director

Brad Henry
Governor

STATE OF OKLAHOMA
DEPARTMENT OF CENTRAL SERVICES

March 06, 2003

RE: Supplier - Agency Personnel Contact During Solicitation Process.

Reminder:

During the solicitation process –from the distribution of the "offer" until after bid award-all contacts between suppliers and agency personnel should be documented and agency personnel should refer the supplier to the Central Purchasing Contracting Officer. Any contact by a supplier shall be recorded by agency personnel and included in the bid file. It remains inappropriate either for a supplier to attempt to influence the outcome of a solicitation or for agency personnel to disclose information prior to an award.

See Reference:

580:15-2-7. Purchasing Director authority

(c) Limited contact. For those solicitations requiring submission of requisitions to the State Purchasing Director, the State Purchasing Director *may limit contact* regarding the solicitation between suppliers and agency personnel *during the solicitation process*. The limitation of contact shall be described in the solicitation. *All communication between suppliers and agency personnel shall be documented for inclusion in the bid file. The State Purchasing Director may require agency personnel to file a statement disclosing all communications with suppliers during the evaluation process.*

(d) Limited disclosure. For solicitations requiring submission of requisitions to the State Purchasing Director, agency staff shall not announce or reveal their decision regarding vendor evaluation or recommendation for award to Central Purchasing in any public manner or forum, including board meetings, *until after Central Purchasing has issued the award of contract.*

"SERVICE, QUALITY, INTEGRITY"