



Department of Central Services
Central Purchasing Division

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- ✓ **Oklahoma Central Purchasing Act**
- ✓ **Central Purchasing Administrative Rules**
- ✓ **Other purchasing related legislation**
- ✓ **Central Purchasing Form Changes**

**HOUSE BILL NO. 2332
SUMMARY**



**Oklahoma Central Purchasing
Act**

**Amendatory sections effective
April 27, 2010**

**AMENDATORY - <74> O.S. 2001,
Section <85.5>**

O. As a condition of awarding a contract in excess of the dollar amount prescribed by subparagraph 11 of subsection C of this section pursuant to The Oklahoma Central Purchasing Act, the State Purchasing Director shall verify with the Oklahoma Tax Commission that the business entity to which the state

contract is to be awarded, whether subject to the procedures required by Section 85.7 of this title or not, has obtained a sales tax permit pursuant to the provisions of Section 1364 of Title 68 of the Oklahoma Statutes if such entity is required to do so.

**AMENDATORY - <74> O.S. 2001,
Section <85.22>**

Any competitive bid submitted to the State of Oklahoma or contract executed by the state for goods or services in excess of Five Thousand Dollars (\$5,000.00) shall contain a certification, which shall be in substantially the following form:

**DCS-CP-FORM-CP-004—Certification for
Competitive Bid and/or Contract
(Non Collusion)

**AMENDATORY 74 > O.S. Supp. 2009,
Section <85.33B>**

On a monthly basis the Director of Central Purchasing and institutions of higher education shall provide to the Office of State Finance a complete listing in electronic format of all transactions occurring with the **aid of a state purchase card**. The list shall contain the name of the purchaser and purchasing agency, amount of purchase, and all available descriptions of items purchased.

**AMENDATORY <62> O.S. 2001,
Section <34.71>**

Section <34.71> The Director of the Office of State Finance shall establish a procedure to issue payment of a proper invoice for goods or services within no ~~less~~ more than forty-five (45) days from the date on which the invoice was received in the office designated by the agency to which the goods or services were sold and delivered.

****Effective Nov. 1, 2010**

**AMENDATORY <74> O.S. 2001,
Section <90.2>, is amended to read as
follows:**

Section <90.2> ~~No money shall be
expended~~ Expenditures by any agency,
board, commission, department or
institution of the state for postage stamps
or post office box rent ~~except on vouchers~~
shall only be made payable to United

States Post Office ~~and the warrant or check~~
~~shall be endorsed by the postmaster from~~
~~where the purchase is made.~~

HOUSE BILL NO. 2686 SUMMARY



**Eastern Red Cedar Initiative Act of
2010**

**Amendatory sections effective
July 1, 2010**

NEW LAW A new section of law to be codified in the Oklahoma Statutes as Section <85.44D> of Title <74>, unless there is created a duplication in numbering, reads as follows:

A. It is the intent of the Legislature that all state agencies procure and use products or materials made from or utilizing materials from **trees harvested in Oklahoma** when such products or materials are available.

B. By July 1, 2011, the Purchasing Division of the Department of Central Services when accepting bids for state purchases of products and materials shall give preference to the suppliers of wood products made from or products manufactured utilizing materials from trees harvested in Oklahoma if the price for the products and materials is not substantially higher than the price for other wood products and materials and the quality and grade requirements are otherwise comparable.

C. By July 1, 2011, the Purchasing Division of the Department of Central Services shall promulgate rules and implement a program for extending state procurement specifications to products made from or manufactured utilizing materials from trees harvested in Oklahoma and identifying the products.

House Bill 3422 Summary



Taxpayer Transparency Act

Effective July 1, 2010

**AMENDATORY <62> O.S. Supp.
2009, Section <46>.**

A. This act shall be known and may be cited as the "Taxpayer Transparency Act-"

B. As used in the Taxpayer Transparency Act:

2. "Expenditure of state funds" means the disbursement of all state funds regardless of amount of expenditure, whether appropriated or non-appropriated, excluding:

- a. the transfer of funds between two state agencies,
- b. payments of state or federal assistance to an individual,
- c. child support payments, and
- d. refunds issued by the Oklahoma Tax Commission resulting from the overpayment of tax;

D. Effective January 1, 2011, the Office of State Finance shall update the website with "Open Books 2.0," an expanded online database through which each individual expenditure shall be listed individually separate of aggregated amount. The information shall be searchable by term including name of recipient, entity making expenditure and date of expenditure. The website shall allow members of the public to export sets of data produced by search query in a standardized exportable form.

Senate Bill 1714 Summary



Reciprocal Law

Effective November 1, 2010

AMENDATORY 74 O.S. 2001, Section 85.17A

B. For purposes of awarding contracts
state agencies shall:

1. Give preference to goods and services
that have been manufactured or produced
in this state if the price, fitness,
availability and quality are otherwise
equal;

2. Give preference to goods and services from another state over foreign goods or services if goods or services manufactured or produced in this state are not equal in price, fitness, availability, or quality; and
3. Add a percent increase to the bid of a nonresident bidder equal to the percent, if any, of the preference given to the bidder in the state in which the bidder resides.

<http://www.ok.gov/DCS/>

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MISSION

Department of Central Services assists customers in accomplishing their missions by providing quality solutions through: procurement, facilities, real estate, construction, fleet, property reutilization, printing and distribution.

VISION

The Department of Central Services operates cohesively and shares a consistent set of values so that agencies and other entities of the State of Oklahoma have confidence and trust in management systems operated by DCS, and actively partner with DCS to resolve State government administrative issues.

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03/29/10

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03/12/10

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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.

General Information

The Purchasing Division of the Department of Central Services performs procurement functions and provides oversight of state agencies' procurement activities as defined by the Oklahoma Central

Special Announcements

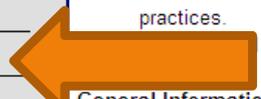
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STATE RECIPROCAL AND PREFERENCE PRACTICES

Last updated August 25, 2009

State	Preference	Reciprocal Law	Scope of Preference & Conditions	Tie Bid Preference	Date Revised
Alabama	Yes	No	Under this preference law, the awarding authority may award a contract to a "preferred vendor" if the vendor was a responsible bidder, falls within one of the definitions of a "preferred vendor," and offers a price of not more than five percent greater than the low responsible bid. (Not used on a routine basis.) Tie bids will be awarded to the bidder that, in the opinion of the Director of Purchasing, will serve in the best interest of the state.	Yes	February 2009
	Yes 5%		5% reduction in bid price or offer applies to all vendors who qualify as Alaska bidders; Alaska offeror's receive an additional 10% evaluation point preference if a numerical rating system is used, such as a RFP. 7% applies to State grown agricultural, fishery & timber products provided they are available, of comparable quality, and priced not more than 7% higher than products harvested outside of the state; 3-7% reduction applies to qualifying Alaska products on value added basis;		



**OKLAHOMA
DEPARTMENT
OF
CENTRAL SERVICES
CENTRAL PURCHASING
ADMINISTRATIVE RULES
OAC 580:15**

**Effective: June 25, 2010
(Includes 2010 permanent rule revisions)**

► **580:15-2-2. Definitions**

Some definitions are modified for clarification, deleted, corrected or shortened; a significant definition revision is found for the "State Purchasing Director," which has been modified and expanded to include statutory language defining the position and its authority to delegate acquisition authority to state agency certified procurement officers.

▶ **580:15-2-12. Retention of state agency acquisition records**

Record retention period for acquisitions by a state agency is changed from three (3) years to seven (7) years retention period after all audits and legal actions, which mirrors the current General Records Disposition Schedule (GRDS), applicable to all agencies; and, is a standard retention period for contracts according to federal audit and tax laws.

► **580:15-4-11.1 Contract
Negotiation**

Relocates contract negotiation requirements from 580:15-2-7 State Purchasing Director Authority(e) to new section of the Administrative Rules located adjacent to sections relating to the acquisition process.

► **580:15-6-2. Certified**

Procurement Officers (CPO)

Clarifies requirements related to certified procurement officers, including training and continuing education; replaces requirement of 18 hours of continuing education per calendar year to "as required by the CPO Procurement Training Program established by the State Purchasing Director."

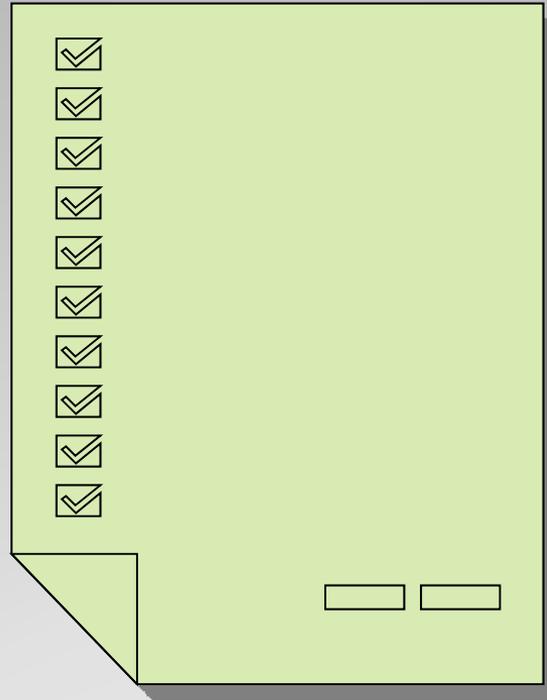
580:15-6-3. State agency purchasing procedures

Adds statutory language from 74 O.S. §85.39 to provide additional information related to contents of state agency purchasing procedures.

580:15-6-6.2. Additional information

(b) Change Orders.

Additional language added relating in this section from recently adopted emergency rules (effective October 1, 2009), including requirements related to agency savings reporting mandated by House Bill 1132 (see 74 O.S. §85.5(S), and deletion of language relating to OneNet acquisitions.



FORMS

- FORM-CP-004SA—Certification for Competitive Bid and/or Contract
- FORM-CP-011SA—Amendment of Solicitation
- FORM-CP-012SA—Conflict of Interest Statement for Evaluation Team
- FORM-CP-017SA—Professional Service Evaluation

- FORM-CP-019SA—Non-disclosure
Statement for Evaluation Team
- FORM-CP-020SA—Confirmation of On-Site
Inspection
- FORM-CP-021SA—Professional Service
Contract Certification
- FORM-CP-023SA—Price Quotes

- FORM-CP-051SA—Certificate of Completion and Acceptance
- FORM-CP-074SA—Notice of Solicitation Return
- FORM-CP-076SA—Responding Bidder Information

