



**State of Oklahoma  
Office of Management &  
Enterprise Services  
Information Services Division**

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**OMES ISD PROCUREMENT POLICIES**

**Issued: August 1, 2013**

**Revised:**

**Effective: August 1, 2013**

**Approved by: Alex Pettit, Chief Information Officer**

**Statutory Reference:** Titles 62 and 74 of the Oklahoma Statutes and OAC Section 580:16

Pursuant to 62 O.S. §34.11.1 and 74 O.S. §85.5, the Chief Information Officer (“CIO”) has sole exclusive authority and responsibility for all information technology and telecommunication (“IT”) procurement for executive state agencies and the CIO, or an employee or agent of the CIO acting with designated authority, has the same power and authority regarding such procurement as is established in the Central Purchasing Act for the State Purchasing Director. Such authority and responsibility is critical to the mission of the Information Services Division (“ISD”) of the Office of Management and Enterprise Services (“OMES”) that is set forth in 62 O.S. §§34.11.1 and 34.12. In accordance with such authority and responsibility, the CIO is mandated to establish, implement and enforce policies and procedures, consistent with the Oklahoma Central Purchasing Act, for information technology and telecommunication procurement for executive state agencies. All references to the CIO herein shall include any individual acting within the scope of designated authority.

Minimum mandatory standards established and enforced by ISD and accomplishment of the duties of the CIO and ISD pursuant to applicable state law may be carried out through the use of consolidation contracts, enterprise agreements and high technology system contracts as well as other means. Consistency with the Central Purchasing Act and other applicable law, rules, policies and procedures shall be interpreted by the CIO and deviation from such rules, policies and procedures may occur as circumstances warrant such as, without limitation, less extensive file documentation for non-competitively bid solicitations, authorized signatures executed on a single form, or certain vendor insurance verifications.

IT Procurement Information Memorandums (each an “ITPIM”) and website updates may be used to communicate information related to IT procurement to pertinent procurement and other personnel. To the extent information contained in an ITPIM is not consistent with a PIM issued by another OMES division or state agency, the information in the ITPIM shall prevail with respect to IT procurement.

Agency-specific procurement may be allowed to be completed directly under the business unit of an agency or OMES division, as applicable, after approval of the purchase by the CIO. Threshold amounts with respect to procurement authority of a state agency or OMES division are determined by the Office of Management and Enterprise Services Department of Central



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Purchasing. However, ISD may suggest certain improvements in IT procurement when reviewing purchases by state agencies while recognizing that the purchasing entity completing the IT procurement remains responsible for the accuracy, completion and adherence to applicable law of the procurement documents and supporting file documentation. An open records request related to an IT procurement completed by a state agency, an OMES division or for which ISD completes a purchase order on behalf of an agency or OMES division shall be directed to the responsible agency or OMES division for response to the request unless the CIO determines that a response by ISD is more efficient and in the best interest of the state. In that case, the agency or applicable OMES division responsible for the procurement will receive notice of the open records request.