

# CENTRAL PURCHASING SERVICE MAP



CENTRAL PURCHASING PERFORMS PROCUREMENT FUNCTIONS; PROVIDES OVERSIGHT OF STATE AGENCIES' PROCUREMENT ACTIVITIES; AND ENSURES FAIR AND EQUITABLE PROCESSES RESULTING IN TIMELY DELIVERY OF QUALITY PRODUCTS AND SUPPORT SERVICES.

**Business Process Optimization Team**  
Share ideas for process improvements with this team.  
**Business Process Optimization Team Chief**  
**Administrative Officer Lauren Kelliher**  
405-522-8085 · [lauren.kelliher@omes.ok.gov](mailto:lauren.kelliher@omes.ok.gov)

## Level 1: Contact the OMES Service Desk by one of the methods below



**Support Portal**  
Visit [servicedesk.ok.gov](https://servicedesk.ok.gov) to request services, report issues and review FAQs.



**Email or phone support**  
Local: 405-521-2444, Toll-Free: 866-521-2444  
[ServiceDesk@omes.ok.gov](mailto:ServiceDesk@omes.ok.gov)



**Chat support**  
[servicedesk.ok.gov](https://servicedesk.ok.gov) Select live chat and type **speak with a live agent** to start a session.

### Strategic Sourcing Contracts

Develops, solicits, awards and manages all agency solicitations and over 500 statewide contracts for use by government entities; works as conduit between agencies and suppliers to ensure taxpayer dollars are maximized.

**Strategic Sourcing Manager**  
**Lara Moore**  
[lara.moore@omes.ok.gov](mailto:lara.moore@omes.ok.gov)  
405-521-2827

### State Use Program

Contracts with multiple suppliers who employ persons with disabilities, allowing them to earn paychecks and be more independent while providing quality and necessary products/services for state agencies.

**Strategic Sourcing Manager**  
**Lara Moore**  
[lara.moore@omes.ok.gov](mailto:lara.moore@omes.ok.gov)  
405-521-2827

### Agency Acquisitions

Assists state agencies with facilitating sole sources, change orders, exempt purchases and contract renewals for goods and services which exceed their approved and established purchasing threshold; issues final executable contracts and POs.

**Agency Acquisitions Manager**  
**Amber Adams**  
[amber.adams@omes.ok.gov](mailto:amber.adams@omes.ok.gov)  
405-521-2833

### Procurement Compliance

Oversees Open Records Requests; reviews documents/data to fulfill statutory requirements; reviews and approves internal purchasing procedures as required by statute; maintains the integrity of resources used by Central Purchasing.

**Procurement Services Manager**  
**Lesli Bajema**  
[lesli.bajema@omes.ok.gov](mailto:lesli.bajema@omes.ok.gov)  
405-521-6742

### Procurement Systems Support

Provides technical support for procurement modules in PeopleSoft, the state's ERP system; involved in all PS projects to ensure purchasing functionality is aligned with Central Purchasing standards and statewide needs.

**Procurement Services Manager**  
**Lesli Bajema**  
[lesli.bajema@omes.ok.gov](mailto:lesli.bajema@omes.ok.gov)  
405-521-6742

### State Purchase Card Program

Administers state's commercial credit card program to facilitate payment for goods and services; establishes P-card purchasing procedures; and provides training and technical support for the issuing bank's transaction system.

**Procurement Services Manager**  
**Lesli Bajema**  
[lesli.bajema@omes.ok.gov](mailto:lesli.bajema@omes.ok.gov)  
405-521-6742

### Supplier Registration

Maintains a record of data for every supplier who is paid by the state; verifies and validates tax and banking information; maintains integrity and consistency in the supplier file.

**Procurement Services Manager**  
**Lesli Bajema**  
[lesli.bajema@omes.ok.gov](mailto:lesli.bajema@omes.ok.gov)  
405-521-6742

### Vendor Management

Fosters supplier relationships on SW1025 and SW1050 contracts; serves as primary contact for all IT Staff Augmentation and Deliverable Based IT Services issues; and resolves supplier performance issues.

**Strategic Sourcing Manager**  
**Lara Moore**  
[lara.moore@omes.ok.gov](mailto:lara.moore@omes.ok.gov)  
405-521-2827

## Level 2: Contact department management using information listed above.

**FOR FURTHER ASSISTANCE, CONTACT YOUR OMES ACCOUNT MANAGER**

**Level 3: Contact State Purchasing Director Amanda Otis**  
**Amanda Otis** · [amanda.otis@omes.ok.gov](mailto:amanda.otis@omes.ok.gov) · 405-717-8924

**Level 4: Contact OMES Deputy Director Jerry Moore**  
**Jerry Moore** · [jerry.moore@omes.ok.gov](mailto:jerry.moore@omes.ok.gov) · 405-522-5828

**Level 5: Contact OMES Executive Director John Suter**  
**John Suter** · [john.suter@omes.ok.gov](mailto:john.suter@omes.ok.gov)