



OKLAHOMA

Office of Management
& Enterprise Services

CENTRAL PURCHASING FLOWCHART

This flowchart explains state procurement steps as defined by the Oklahoma Central Purchasing Act (74 O.S. § 85.1 et seq.) to ensure fair and equitable processes for procurement functions resulting in timely delivery of quality products and support services.

AGENCY IDENTIFIES NEED

FIRST CHECK

STATE USE

State-managed contracts with vendors who employ persons with disabilities. This is the first mandatory stop (74 O.S. § 3007(A)).

IF NEED IS MET

IF NEED IS NOT MET,
REQUEST AN EXCEPTION.

PURCHASE BY:
P-card (instantaneous) or
PO (1-3 business days*)

This includes hundreds of products and services like hand sanitizer, pencils and more. Select **STATE USE** for a full list of products and services.

IF NEED IS NOT MET, CHECK

OCI

Products and services available from Oklahoma Correctional Industries. This is the second mandatory stop (57 O.S. § 549.1(C)).

IF NEED IS MET

IF NEED IS NOT MET,
REQUEST AN EXCEPTION.

PURCHASE BY:
P-card (instantaneous) or
PO (1-3 business days*)

This includes a variety of products like furniture, uniforms and more. If OCI cannot accommodate a request or timeline, an exemption may be granted to access statewide contracts. Select **OCI** for a full list of goods.

IF NEED IS NOT MET, CHECK

STATEWIDE CONTRACTS

Mandatory and non-mandatory contracts procured by the state.

IF NEED IS MET

PURCHASE BY:
P-card (instantaneous) or
PO (1-3 business days*)

This includes thousands of products and services such as software, staff augmentation (IT and non-IT), marketing, food and more. Select **STATEWIDE CONTRACTS** for a full list of products and services.

IF NEED IS NOT MET, CHECK

OPEN MARKET

IF ITEM IS

<\$25k (Effective Jan. 1, 2025)

PURCHASE BY

P-card (instantaneous)

Emergency purchase, regulated utilities or interagency

PURCHASE BY

PO only (1-3 business days*)

<\$50k

(Reviewed by agency in compliance with Central Purchasing Act)

PURCHASE BY

Internal approvals: Req+PO
(Internal workflow time)

>\$50k competitively bid

(Reviewed by agency and OMES Central Purchasing)

PURCHASE BY

CP approval: Req+PO
(Internal workflow time + OMES time**)

*Depending on complexity of workflow.

**Exempt purchase: OMES process time is 3-6 days; Solicitation: OMES process time is approx. 30 days + agency time to draft specs/bidder instructions and evaluate responses + time for legal to negotiate.



CENTRAL PURCHASING FLOWCHART

AGENCY IDENTIFIES NEED

FIRST CHECK

STATE USE

State-managed contracts with vendors who employ persons with disabilities. This is the first mandatory stop (74 O.S. § 3007(A)).

IF NEED IS MET

IF NEED IS NOT MET,
REQUEST AN EXCEPTION.

PURCHASE BY:

P-card (instantaneous) or
PO (1-3 business days*)

This includes hundreds of products and services like hand sanitizer, pencils and more. Select **STATE USE** for a full list of products and services.

IF NEED IS NOT
MET, CHECK

OCI

Products and services available from Oklahoma Correctional Industries. This is the second mandatory stop (57 O.S. § 5491(C)).

IF NEED IS MET

IF NEED IS NOT MET,
REQUEST AN EXCEPTION.

PURCHASE BY:

P-card (instantaneous) or
PO (1-3 business days*)

This includes a variety of products like furniture, uniforms and more. If OCI cannot accommodate a request or timeline, an exemption may be granted to access statewide contracts. Select **OCI** for a full list of goods.

IF NEED IS NOT
MET, CHECK

STATEWIDE CONTRACTS

Mandatory and non-mandatory contracts procured by the state.

IF NEED IS MET

PURCHASE BY:

P-card (instantaneous) or
PO (1-3 business days*)

This includes thousands of products and services such as software, staff augmentation (IT and non-IT), marketing, food and more. Select **STATEWIDE CONTRACTS** for a full list of products and services.

IF NEED IS NOT
MET, CHECK

OPEN MARKET

IF ITEM IS

☐ **<\$25k** (Effective Jan. 1, 2025)

PURCHASE BY

☐ **P-card** (instantaneous)

☐ **Emergency purchase, regulated utilities or interagency**

PURCHASE BY

☐ **PO only** (1-3 business days*)

☐ **<\$50k**
(Reviewed by agency in compliance with Central Purchasing Act)

PURCHASE BY

☐ **Internal approvals: Req+PO**
(Internal workflow time)

☐ **>\$50k competitively bid**
(Reviewed by agency and OMES Central Purchasing)

PURCHASE BY

☐ **CP approval: Req+PO**
(Internal workflow time + OMES time**)

TOTAL
PROCUREMENT
TIME FROM START
TO FINISH:

DAYS

*Depending on complexity of workflow.

**Exempt purchase: OMES process time is 3-6 days; Solicitation: OMES process time is approx. 30 days + agency time to draft specs/bidder instructions and evaluate responses + time for legal to negotiate.