



OKLAHOMA
Office of Management
& Enterprise Services

Central Purchasing

PROCUREMENT INFORMATION MEMORANDUM

Subject: U.S. General Services Administration (“GSA”) Contracts
Effective Date: January 1, 2025
Issued by: Amanda Otis, Esq., State Purchasing Director

I. Introduction

As a means of disseminating relevant state procurement information to state entities, the Central Purchasing division of Office of Management and Enterprise Services issues Procurement Information Memoranda. To the extent any information in this Procurement Information Memorandum (“PIM”) conflicts with information in a previously issued memorandum, the information in this PIM controls.

II. Summary

The State Purchasing Director authorizes the use of U.S. General Services Administration (“GSA”) contracts to acquire goods and/or services available through GSA contracts on an individual requisition basis. State Use contracts and Mandatory Statewide Contracts still take precedence over items that can be purchased from GSA; however, if the agency’s need is not met by one of these methods, an agency can first search GSA options before doing their own solicitation.

III. Understanding what is available to purchase through GSA

In general, non-federal entities are only allowed to make acquisitions from groups of contracts specifically approved for use by non-federal government entities. These contracts can be found by accessing the GSA Advantage website: [GSA Advantage Start Page](#).

To find available contracts, select the State and Local tile located near the bottom of the page. From here, you can search through all available contracts. Contracts with the below icon have been approved for use by state and local governments.



IV. How to complete a purchase

Once you have found a contract that can provide the necessary goods or services, it is recommended to request quotes from multiple sources when possible. You can utilize the OMES Form CP132 Request for Quote. When you are ready to complete the purchase, an agency has two options for payment:

A. State P-card

1. To pay with P-card, agencies will need to register and set up an account. To register, you will be required to submit the agency's AAC, which is an alphanumeric identifier for civilian agencies. Once registered, you can add the necessary goods to the cart. After all the items are added to the cart, you can check out and pay with P-card.

B. Requisition in PeopleSoft

1. The supplier must be a registered supplier and have an active Vendor ID in the PeopleSoft system to pay this way.
2. When creating the ePro requisition, enter information about acquisition; fields with an asterisk (*) must be completed.
3. Next, go to the bottom of the screen and select Add to Cart. Repeat the previous step as needed to add more lines. When all lines are entered, select Check Out at the top right of the screen. The next new window will open for Requisition Summary.
4. In Justification Comments, explain a summary of acquisition: Procurement Vehicle, Action Needed, Description of Purchase, Buyer's Name & Date.
5. Under Requisition Lines Overview, Line 1, select Line Comments. A new window will open – "Requisition Line Comments and Attachments."
6. Select Add Attachment. Attach copy of GSA quote.
7. On far right of Line 1, select the "carrot" icon. The requisition Line Details page will open. On Statutory Exemption Flag, toggle to YES. On the Statutory Exemption Type, select GSA. On Statutory Exemption Comments, provide an explanation of the GSA contract being utilized. When completed, select the Done button at the top right of the screen.
8. The requisition will then be routed for approval according to the dollar value and category code. Central Purchasing will review the requisition and will approve if all necessary information is included.