



## CPO Announcement

State of Oklahoma  
Office of Management and Enterprise Services

**DATE:** Aug. 7, 2024.

**TO:** All CPOs.

**FROM:** Office of Management and Enterprise Services.

**SUBJECT:** State Agency Annual Cost Savings Report Reminder.

**EMAIL:** [strategic.sourcing@omes.ok.gov](mailto:strategic.sourcing@omes.ok.gov).

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This is a reminder that your agency's FY 2024 Cost Savings Report is **due by Sept. 1**. In accordance with 74 O.S. § 85.5.M. and OAC 260:115-5-15, the [approved form](#) is to be used by each state agency to document savings realized in the previous fiscal year through the application of best-spend practices. This form is also posted in the [CP Library](#).

Important information regarding the report:

- Only submit one report from each agency.
- Use the [approved form](#) only.
- If you are an agency that utilizes ABS for purchasing, ABS will report on behalf of your agency.
- This report should come from the director or primary CPO of the agency.
- Include all solicited and awarded contracts under your agency's approved threshold (IT and non-IT).
- Submit the report even if your agency did not have cost savings.
- The agency's Cost Savings Report for FY 2024 must be submitted to OMES Central Purchasing **no later than Sept. 1**.

Please send reports to: [strategic.sourcing@omes.ok.gov](mailto:strategic.sourcing@omes.ok.gov).