



OKLAHOMA
Office of Management
& Enterprise Services

CPO Announcement

State of Oklahoma
Office of Management and Enterprise Services

DATE: Jan. 19, 2024

TO: All CPOs

FROM: Office of Management and Enterprise Services

SUBJECT: Fiscal year 2024 deadlines

PRIMARY CONTACTS:

Central Purchasing: Amber Adams, email: amber.adams@omes.ok.gov.

Construction and Properties: Josh DeBaud, 405-521-2565; email: josh.debaud@omes.ok.gov.

PURPOSE: For use by state agencies and other governmental entities, OMES Central Purchasing (CP) and OMES Construction and Properties (CAP) are jointly announcing the fiscal year 2024 deadlines.

Good afternoon, CPOs:

OMES asks for your cooperation and assistance in the FY 2024 closeout by submitting all remaining requisitions as soon as possible. The below deadlines are intended as guidance for when OMES can reasonably process your requisitions before the end of the fiscal year; therefore, if you are able to submit sooner, please do not wait until the deadline.

If there are concerns with meeting a deadline, please contact CP or CAP, respectively, as soon as possible to discuss options.

The **Central Purchasing** deadlines for the submission of current fiscal year 2024 requisitions are as follows:

- March 1, 2024 – Requisitions with complex specifications or lengthy evaluation expectations.
- March 22, 2024 – Requisitions with straightforward specifications and evaluation criteria.
- May 10, 2024 – Change orders for contract renewals. It is important the renewal request is submitted to OMES Central Purchasing through an ePro requisition a minimum of **30 days** in advance of the expiration of the current contract period. Current CP forms are available on the [Central Purchasing Library web page](#).

Please make sure solicitation documents are fully executed. Incomplete solicitations will delay the solicitation schedule and prevent a timely award.

If an agency decision is made to cancel or not renew a contract, be sure to review the contract terms to determine the required time period for notice of cancellation or non-renewal to the supplier. Notify Central

Purchasing in writing a minimum of 15 days prior to the timeframe noted in the contract for the notice. For example, if the contract term requires a 30-day notice to the supplier for non-renewal, the written notice of the agency decision not to renew must be received by Central Purchasing 45 days prior to the end of the current contract period.

Prior fiscal year(s)' funded requisitions and purchase orders: In addition to the current fiscal year deadlines noted above, we request your cooperation and assistance in reviewing and closing requisitions and purchase orders with prior fiscal year(s) funding. This request also includes prior fiscal year(s) purchase order lines on multi-year purchase orders. Purchase orders dated prior to Dec. 31, 2021, are to be reviewed, closed and dispatched first and should be closed by May 1, 2024. It is important to make sure you dispatch after you close the purchase order or purchase order line. See [PO Close Steps](#) to review and close POs and PO lines.

Please submit questions regarding the Central Purchasing notice to amber.adams@omes.ok.gov.

The **Construction and Properties** deadlines for the submittal of current fiscal year 2024 requisitions are as follows:

- May 1, 2024 – Requests for any construction project to be publicly bid, whether over or under \$100,000.00 in value. Please make sure bid documents are fully executed, as incomplete bid documents may delay the bid schedule and not allow a timely award.*
- June 1, 2024 – Requests for projects \$100,000.00 and below for award on agency solicited quotes. Provide a complete package of required procurement documents as outlined in CAP Form M800. Requests for the Value-Added Programs are also due at this time.
- June 1, 2024 – Contract renewals, which require a Project Requisition Checklist DCAM/CAP-FORM M701 and a signed purchase order. Current forms are available on the [CAP Forms web page](#). Don't forget to reference the original CAP project number (formerly the DCS number) on the M701. If you choose to cancel your contract, notify CAP in writing no less than 40 days before the end of the current time period on the contract.

*Please make sure all drawings and specifications are complete. Incomplete specifications or drawings, proprietary bids or those prepared by vendors will delay the start of your project. If a consultant is required to prepare the drawings and specifications but has not been selected, please start the selection process immediately as outlined in DCAM/CAP-FORM M100. For projects under \$1 million, our IDIQ program contracts are available to expedite this process.

Effective Nov. 1, 2022, the new bond threshold for projects is \$100,000.00.

Also, on March 2, 2020, Construction and Properties announced a change in purchase order procedures. As of April 1, 2020, Construction and Properties no longer maintains purchase orders for the agencies. Agencies must create and manage purchase orders for construction project internally.

Requisitions should be approved internally as they no longer need to be processed or approved through Construction and Properties. The revised procedures for submitting projects can be found on the [Purchase Order Procedures webpage](#).

Please note, CAP offers several value-added (pre-bid) programs including Environmental Abatement, Paving, Elevator Maintenance, Roof Asset Management, Real Estate Appraisers and IDIQ Consultant Services (Architectural and Engineering, Environmental Consulting, Land Survey, Geotechnical/Materials Testing and Construction Inspection), and Job Order Contracting.

Please submit questions regarding the Construction and Properties notice to Josh DeBaud at 405-521-2565 or josh.debaud@omes.ok.gov.