



Please submit completed request form to the following: CP.Feedback@omes.ok.gov

1. State Entity Name/Number: Oklahoma Department of Human Services
(830)

2. Describe in detail acquisition to be made:

OKDHS is hosting a large conference in 2024 at the Oklahoma City Convention Center. The Convention Center requires that we utilize a minimum of 1,000 room nights to use that facility. We issued an RFP for the hotels. An insufficient number of vendors responded to meet the 1,000 minimum rooms. Additionally, those that responded are over 10 minutes walking distance away from the convention center. We contacted hotels in the downtown area and have been able to identify hotels that can collectively provide sufficient rooms. Contracting for rooms is time-sensitive because of competition for the hotel space.

3. Name of Supplier: Multiple Cost of Acquisition: \$ 134,485.00

4. Supplier Contact: _____ Email address: _____

5. Reason for exemption: Urgent need to complete awards

6. Benefit to the State of Oklahoma:

Inability to immediately secure rooms will result in inability to meet the 1,000 room night commitment or to secure sufficient hotel rooms within a reasonable walking distance of the convention center.

Awards to be made to:
 Fairfield: 258 room nights X \$110.00, plus \$15.00 for parking = \$32,250.00
 Courtyard: 150 rooms nights X \$110.00, plus \$18.00 for parking = \$19,200.00
 Sheraton: 433 rooms X \$135.00, plus \$10.00 for parking = \$62,785.00
 Wyndham: 162 rooms X \$110.00, plus \$15.00 for parking = \$20,250.00

Omni did not have available rooms.
 Colcord would charge \$194.00 per night.

7. Comparable items to acquisition item with comparable cost and resultant significant savings to the state:

Supplier A:

Item N/A Cost: _____ Savings to the state: _____

Supplier B:

Item N/A Cost: _____ Savings to the state: _____

(If necessary, please attach additional page(s) to provide justification)

The State Purchasing Director shall take no action under the provisions of this paragraph prior to the publication of a document describing the significant savings realized by the state.

The State Purchasing Director certifies that it is necessary to exempt the above listed procurement from the Central Purchasing Act because the procurement is unusual, time-sensitive, or unique and therefore the exemption of the procurement is in the best and immediate interest of the state as per 74 O.S. §85.7.A.18.

1/9/2024

Signature of Requestor

Date

This request is hereby: Approved Denied - Reason for Denial: _____

Comment: _____

Public Posting Date: _____

Award Date: _____

State Purchasing Director

Date