



**OKLAHOMA**  
Office of Management  
& Enterprise Services

## Central Purchasing

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### PROCUREMENT INFORMATION MEMORANDUM

Subject: Delegation of Authority from CIO for Purchase of Certain Information Technology and Telecommunication Products  
Effective Date: November 15, 2023  
Issued by: Amanda Otis, Esq., State Purchasing Director

As a means of disseminating relevant state procurement information to state entities, the Central Purchasing division of the Office of Management and Enterprise Services (OMES) periodically 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.

#### **Summary**

The Chief Information Officer has statutory approval authority over all information technology and telecommunication acquisitions (as defined in the Oklahoma Central Purchasing Act) of executive state agencies and has delegated approval authority for certain purchases to the agencies as set forth in the attached letter.

The delegation of authority is limited as described in the criteria below and each executive agency continues to be required to follow its approved internal purchasing procedures on file with OMES Central Purchasing as well as other applicable statutory and regulatory requirements.

#### **Approval criteria**

1. All purchases less than or equal to \$5,000.00 will not be routed through ePro for the Chief Information Officer’s approval if:
  - a. The item is purchased using a P-card.
  - b. The item is listed on either list for [OMES Approved Hardware or Approved Software](#).

2. Purchases over \$5,000 and less than \$25,000 will not be routed through ePro for the Chief Information Officer's approval if:
  - a. The item is purchased using a P-card.
  - b. The item is listed on an information technology or telecommunications statewide contract.
  - c. The item is listed on either list for OMES Approved Hardware or Approved Software.
  
3. A purchase of computer hardware or software or any services related to software development, software modifications, or any other services related to the operation and maintenance of computer hardware and software or both independently that is made by the Oklahoma Military Department will not be routed through ePro for the Chief Information Officer's approval.

Any acquisition of an information technology and telecommunication item that equals or exceeds \$25,000 or that does not meet the above criteria must be routed through ePro for the Chief Information Officer's approval.

Any interagency information technology or telecommunication acquisition where OMES is the supplier does not require Chief Information Officer approval and should be acquired by the agency through a direct purchase order.

### **Practitioner comments**

1. The introductory paragraph contains a reference acknowledging that this PIM may contain information which conflicts with information in a previously issued PIM. The statement is intended to resolve any such conflict in favor of the most current PIM issued.
  
2. This PIM contains references to both purchases and acquisitions to recognize the distinction between transactions in which an agency buys and owns hardware or software and transactions in which products are leased or ownership is not transferred to the state. A purchase is only one type of acquisition, as defined in the Oklahoma Central Purchasing Act; thus, there are certain transactions that are outside the scope of the delegated approval authority even if the item otherwise fits within the criteria. An example follows:

#### Facts:

Agency A wishes to use a P-card to rent or lease a piece of telecommunication equipment for \$4,800 that is on the OMES Approved Hardware list.

#### Conclusion:

This transaction is outside the scope of the delegated approval authority. Rental or lease of goods is encompassed in the statutory definition of an acquisition; however, the rental or lease transaction does not fit within the approval criteria because the agency is not purchasing the telecommunications equipment.

#### Facts:

Agency B wishes to use a P-card to acquire the services of a supplier for implementation of a product that is on the OMES Approved Hardware or Approved Software list, but the services are not included in the purchase of the product.

Conclusion:

This transaction is outside the scope of the delegated approval authority.

The delegation of authority does not apply to information technology and telecommunication services except to the extent services that are customarily included with a product on the OMES Approved Hardware or Approved Software list.

3. The information in this PIM is not intended to restrict, expand, or conflict with current [P-card Procedures](#) approved by the State Purchasing Director or with authority order requirements of such procedures; all such procedures continue to apply.