



Agency SW1025/SW1050 checklist

- Submit a need on the [Doing Business with Oklahoma portal](#).
- Contact suppliers (copy your IT Liaison) on the approved list using the contact information listed [here](#) and choose a supplier.
- Connect the selected supplier with your Cyber Command contact to ensure they have the proper background check on file.
- Confirm with your Cyber Command POC that all contracted resources have a background check on file.
- Work with the supplier and your OMES IT liaison on a Statement of Work that meets with both technical and business approval.
- Request your IT liaison submit the Statement of Work to IS Legal for SW1050 and Tower Administrator for SW1025.
- Request your IT Liaison submit an onboarding ticket.
- Initiate your agency's internal PO process using the fully executed Statement of Work as supporting documentation and dispatch the PO.
- Provide a copy of the PO to the supplier; copy your IT liaison.

Find more information, process maps and FAQs on SW1025 and SW1050 [here](#).