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| Logo of the Oklahoma Office of Management and Enterprise Services featuring a white star formed by the placement of multi-colored chevrons. | Professional Services  Requisitioning Guide |

This guide has been prepared to assist agencies in the preparation of contracts for Professional Services exempt from the competitive bidding process. See Title 18 O.S. § 803 for those professions exempt from competitive bidding. See Title 74 O.S. § 85.4 & §85.41 for requirements pertaining to professional services.

1. **The following is representative (not all inclusive) of criteria/requirements of a contract document:**
   1. Parties to the contract stated as one of the following:
      1. When contracting with an individual, name of licensed contractor
      2. When contracting with a company for the services of an individual(s) name of company, including name(s) of licensed employee(s) conducting contract work
   2. Contract Requirements/Scope
   3. Compensation rate, e.g.: per hour rate, rate for various assignments, etc.
   4. Method of payment
   5. Performance measures
   6. Contract administrator/agency contact
   7. Terms and Conditions, i.e.:
      1. Contract Period
      2. Renewal Clause (state option(s), if considering multiple years)
      3. Termination Clause
      4. Oral Agreements Clause
      5. Audit/Retention of Records Clause
      6. Insurance Clause (if applicable)
      7. Equal Employment Opportunity Clause (if applicable)
      8. Workers Compensation Clause (if applicable)
      9. Liability Clause (if applicable) Default Clause
      10. Inspection of Services
      11. Any additional terms required by the agency
   8. Signature of both parties
   9. At least one copy of the contract (when submitting to Central Purchasing), and any additional copies required by your agency.
2. **Documentation required for agency file:**
   1. Executed copy of contract containing the above requirements
   2. [Contract Non-Collusion Certification](https://oklahoma.gov/content/dam/ok/en/omes/documents/OMESFormCP004.docx)
   3. Copy of license of individual(s) performing service
   4. Attorney General's approval when contracting with an attorney. See Title 74 O.S. § 20i
   5. Work Plan
   6. Professional or nonprofessional service statutory language included pursuant to Title 74 O.S. § 85.4
3. **If Central Purchasing is required to process the acquisition, the following is to be submitted to Central Purchasing:**
   1. Executed copy of contract containing the above requirements
   2. Requisition to Central Purchasing
   3. Professional or nonprofessional service statutory language included pursuant to Title 74 O.S. § 85.4
   4. [Contract Non-Collusion Certification](https://oklahoma.gov/content/dam/ok/en/omes/documents/OMESFormCP004.docx)
   5. Attorney General's approval when contracting with an attorney
   6. Work Plan