

**Procurement Schedule Request to Add /Change**

**Send completed form to the State Use Program office at** [**SUReports@omes.ok.gov**](mailto:SUReports@omes.ok.gov) **for consideration.**

This Request to Add/Change form is used when a qualifying State Use Vendor requests to add a product and/or service to the State Use Procurement Schedule. Products and services found eligible will be presented before the State Use Committee for review and final approval.

To comply with State Use statutory requirements, the products must be directly manufactured, produced, processed, and/or assembled by the vendor and people with disabilities, and must add value per 74 O.S. § 3003, (6), (7), (8), and (9).

**VENDOR INFORMATION**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name: |  | | | | | | | | | | | |
| Address: |  | | City: | |  | | | State: | |  | Zip: |  |
| Contact Person: | |  | | Phone: | |  | Email: | |  | | | |

**PRODUCT AND/OR SERVICE INFORMATION**

|  |  |
| --- | --- |
| Detailed product and/or service description: |  |
| Quantity or count per package/box/case (products only): |  |
| Unit of Measure (box, case, each, square foot, etc.): |  |
| Requested Selling Price: |  |
| Is Shipping Included in Selling Price? | Yes No |
| Contract requesting product and/or service to be added to: |  |

Is the product and/or service easily comparable on the open market? If yes, please list sources (web links, etc.) below:

|  |
| --- |
|  |

If no, please describe the reason, difference, etc. below, including your Cost Analysis:

|  |
| --- |
|  |

**REASON TO ADD PRODUCT/SERVICE**

Please answer the questions below regarding the requested product and/or service.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Has a State Agency/Political Subdivision requested the above named product and/or service? | Yes | | No | | |
| 1. If “Yes” to question number 1, attach documentation of the request(s). | |  | |  | | |
|  | | | | |
|  | | | | |
| 3. If “No” to question number 1, explain rationale for requesting adding a product and/or service to a contract | | | | | |
|  | | | | | |

**VALUE ADD STATEMENT**

Please provide your Value Add statement and a detailed work description below (process involved in the product/service):

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|  |

**PLEASE PROVIDE AT LEAST 1 PICTURE OF THE PRODUCT REQUESTED**

**FOR COMPARISON PURPOSES.**

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**Vendor Authorized Signature Title**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date**