



**State of Oklahoma
Office of Management and Enterprise Services
Purchasing Division**

PROCUREMENT INFORMATION MEMORANDUM

Affected Entities/Personnel: Executive State Agencies	Subject: Delegation of Authority from CIO for Purchase of Certain Information Technology and Telecommunication Products
Effective Date of PIM: 02.26.2019	Point of Contact: PIM@omes.ok.gov
Prior PIM: Delegation of Authority from CIO for Certain IT Procurement Purchases dated 07/01/2015	Statutory and Rule Reference: <ul style="list-style-type: none"> • 62 O.S. §34.11.1; 35.4; 34.12B; 34.21; and 34.26B • 74 O.S. §85.5 • OAC Title 260
Approved: Ferris Barger, State Purchasing Director Bo Reese, Chief Information Officer	Approval Date: 02.26.2019

As a means of disseminating relevant state procurement information to state entities, the Office of Management and Enterprise Services, Purchasing Division 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 state Chief Information Officer has statutory approval authority over all information technology and telecommunications Acquisitions (as defined in the Oklahoma Central Purchasing Act) of state executive 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 the OMES Purchasing Division 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; and
 - b. the item is listed on either the OMES Approved Hardware or Approved Software list located on the OMES webpage at <http://approved.ok.gov/>.
2. Purchases over \$5,000.00 and less than \$50,000.00 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 an information technology or telecommunications Statewide Contract; and
 - c. the item is listed on either the OMES Approved Hardware or Approved Software list located on the OMES webpage at <http://approved.ok.gov/>.

Any Acquisition of an information technology and telecommunication item that equals or exceeds \$50,000.00 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 the use of 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 \$4,800.00 that is on the 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 services of a supplier for implementation of a product that is on the Approved Hardware and 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 Approved Hardware and Software list.

3. The information in this PIM is not intended to restrict, expand or conflict with current Purchase Card Procedures approved by the Purchasing Division or with Authority Order requirements of such Procedures; all such procedures continue to apply. The Procedures are set forth at <https://omes.ok.gov/sites/g/files/gmc316/f/PCardPolicyProcedure.pdf>.