CPO Announcement

State of Oklahoma
Office of Management and Enterprise Services

DATE: Aug. 6, 2024.

TO: All CPOs.

FROM: Office of Management and Enterprise Services.

SUBJECT: PIR requirements in the PeopleSoft Requisition Required Attachments PIM.

CONTACT: Lara Moore, strategic sourcing manager.

PURPOSE: To clarify need for PIR in PeopleSoft requisitions.

All IT solicitation requisitions must include the ServiceNow (SNOW) email confirmation with their Project and IT Request (PIR) Demand Number. The Procurement Information Memorandum (PIM) effective June 24, 2024, regarding PeopleSoft ePro requisitions sets out a required attachment for all IT solicitations in section III.A.v. The agency will attach to their ePro requisition the SNOW email confirmation with their PIR Demand Number. This provides information about who the technical stakeholder is when working on the solicitation and later the contract.

Agencies can use the Project & IT Approval Initiation Request catalog item to enter the SNOW ticket for the PIR. It can also be found on the SNOW homepage under **Help**.