CPO Announcement

State of Oklahoma
Office of Management and Enterprise Services

DATE: Aug. 5, 2026

TO: All CPOs

FROM: OMES Central Purchasing

SUBJECT: Clarification on IT purchasing process

CONTACT: OMES Service Desk

OMES previously issued a CPO Announcement with instructions for submitting a Project Initiation Request (PIR) for IT purchases. Please review the information below clarifying the IT purchasing process.

Submit the Project Initiation Request (PIR) before entering a requisition or purchase order in PeopleSoft for approval.

Once the PIR review is complete, you will receive an email either approving you to move forward with your requisition/PO or notifying you that an additional review is required.

If the PIR requires OMES legal review and state chief information officer (CIO) signature, OMES Information Services will initiate an Ironclad workflow. OMES legal will work directly with your agency to complete the necessary contract documentation before the purchase order can be issued. You will also receive the supplier's authority to operate (ATO) at the end of the review process.

Complete the entire PIR form.

Answer all questions, even those that are not marked as required. Missing information may delay the review.

Critical information includes:

- Procurement vehicle or authority to purchase.
    - If the procurement vehicle is a statewide contract, please provide the statewide contract number.

- Supplier contact information.
- What you are purchasing.
- The type of data the supplier may access, process, host or store.

Statewide contracts include flow-down terms and conditions, but additional terms may be needed.

Agencies remain responsible for evaluating whether existing contract terms adequately address their specific purchase and whether additional terms and conditions are needed at the order level. When purchasing through a reseller, the reseller or third-party service/product provider may require additional terms to be negotiated directly with the agency.

If your acquisition includes AI, submit a PIR – AI Review request. A separate PIR – IT Purchase request is not required.