



OKLAHOMA
Office of Management
& Enterprise Services

CPO Announcement

State of Oklahoma
Office of Management and Enterprise Services

DATE: Jan. 27, 2026

TO: All CPOs

FROM: Office of Management and Enterprise Services

SUBJECT: Fiscal year 2026 deadlines

PRIMARY CONTACTS:

Central Purchasing solicitations: Jason LaPierre, email: jason.lapierre@omes.ok.gov.

Central Purchasing other requisitions: Lesli Bajema, email: lesli.bajema@omes.ok.gov.

Construction and Properties: Josh DeBaud, 405-521-2565; email:
josh.debaud@omes.ok.gov.

Real Estate and Leasing Services: Ramona Parker, 405-343-2531; email:
ramona.parker@omes.ok.gov.

Purpose:

For use by state agencies and other governmental entities, OMES Central Purchasing (CP), OMES Capital Assets Management Construction and Properties (CAP), and OMES CAM Real Estate and Leasing Services (REALS) are jointly announcing the fiscal year 2026 deadlines related to their processes.

OMES asks for your cooperation and assistance in the FY 2026 closeout by submitting all remaining requisitions as soon as possible. The below deadlines are intended as guidance for when OMES can reasonably process your requisitions before the end of the fiscal year; therefore, if you are able to submit sooner, please do not wait until the deadline.

If there are concerns with meeting a deadline, please contact CP, CAP or REALS, respectively, as soon as possible to discuss options.

The **Central Purchasing** deadlines for the submission of current fiscal year 2026 requisitions are as follows:

- **March 3, 2026** – Requisitions with complex specifications or lengthy evaluations.
- **March 24, 2026** – Requisitions with straightforward specifications and evaluations.
- Change orders for contract renewals will be processed internally by the agency.

Please make sure solicitation documents and other requisition attachments are accurate and complete. Missing or incomplete documentation will delay review and prevent a timely award.

If an agency decides to terminate a contract, be sure to review the contract terms to determine the required time period for notice of cancellation or nonrenewal to the supplier. Notify Central Purchasing in writing at least 15 days before the time frame noted in the contract for the notice. For example, if the contract term requires a 30-day notice to the supplier for nonrenewal, the written notice of the agency's decision not to renew must be received by Central Purchasing 45 days before the end of the current contract period.

Funded requisitions and purchase orders involving prior fiscal years: In addition to the current fiscal year deadlines noted above, we request your cooperation and assistance in reviewing and closing requisitions and purchase orders with funding from prior fiscal years. This request also includes purchase order lines involving prior fiscal years on multiyear purchase orders. You must dispatch after you close the purchase order or purchase order line. Reference the [PO Close Steps](#) for instructions on how to review and close POs and PO lines.

The **Construction and Properties** deadlines for the submittal of current fiscal year 2026 requisitions are as follows:

- **May 1, 2026** – Requests for any construction project to be publicly bid, whether over or under \$100,000.00 in value. Please make certain bid documents are fully executed, as incomplete bid documents may delay the bid schedule and not allow a timely award.
- **June 1, 2026** – Requests for small projects of \$100,000.00 and below for award on agency solicited quotes. Provide a complete package of required procurement documents as outlined in [CAP Form M800](#). Requests for the value-added programs are also due at this time.
- **June 1, 2026** – Contract renewals require a Funding Change Order Request ([CAP Form 010A](#)) and a signed purchase order. If you choose to cancel your contract, **please notify CAP in writing at least 40 days before the end of the current time period on the contract.**

Tips for proper completion of CAP bid documents:

- Please make sure all drawings and specifications are complete. Incomplete specifications or drawings, proprietary bids, or bids prepared by vendors will delay the start of your project.
- If a consultant is required to prepare the drawings and specifications but is not yet selected, please start the selection process immediately as outlined in the Owner's Representative (Consultant) Selection Procedure ([CAP Form M100](#)).
- For projects under \$2.5 million that have a consultant fee under \$250,000, our Indefinite Delivery Indefinite Quantity (IDIQ) program contracts are available to expedite this process.

CAP requisitions and purchase orders:

- Requisitions are approved internally and no longer need to be processed or approved through Construction and Properties.
- All POs above the statutory amount of \$10,000 require the review, approval and signature of the Capital Assets Management administrator, unless an exemption applies.
- Current CAP forms are available on the [Construction and Properties Forms page](#).

Value-added programs:

Please note, CAP offers several value-added (pre-bid) programs:

- IDIQ Consultant Services Program.
 - Architectural and engineering.
 - Construction inspection (oversight).
 - Environmental abatement.
 - Environmental consulting.
 - Geotechnical/materials testing.
 - Land surveying.
 - Real estate appraisers.
- Roof Asset Management Program (RAMP).

Please submit questions regarding the Construction and Properties notice to Josh DeBaud at 405-521-2565 or josh.debaud@omes.ok.gov.

The **Real Estate and Leasing Services** deadline for the submittal of change orders for contract renewals that follow the fiscal year is **June 1, 2026**.

The **renewal request** must be submitted **at least 30 days in advance** of the expiration of the current contract period. If a new lease is required, the **request for the new lease** should be submitted **at least 90 days in advance** of the expiration of the last option to renew in the current lease contract.

Please submit questions regarding the Real Estate and Leasing Services notice to Ramona Parker at 405-343-2531 or ramona.parker@omes.ok.gov.