



Guidance on HB 3413 contractor reporting

Agency finance officers and certified procurement officers,

As a reminder, [House Bill 3413](#) requires state agencies to report active contractor information with their annual budget requests. Please review the guidance below to accurately complete your agency's HB 3413 reporting template, available in the state [Budget Request System](#).

Reporting criteria

Agencies should report **all current active contracts with outside contractors**, including contracts for:

- Goods and services.
- Information technology.
- Equipment leases.
- Maintenance agreements.
- Consulting services.
- Other acquisitions.

Current active contracts are classified as those with outstanding payments or unfinished performance. This includes contracts labeled complete, expired or terminated if amounts remain payable. Contracts that were completed, expired or terminated before the reporting date do not need to be included if they have been fully paid.

All contracts must be reported regardless of whether they were obtained through a statewide contract or are exempt from the Oklahoma Central Purchasing Act.

Reporting information

For each current active contract, agencies should list:

- Contractor name.
- Contract amount.
- Contract status.

- Estimated completion dates for incomplete or pending contracts.
- Whether the contract is classified as professional services, staff augmentation or other.
- Actions taken in response to consultant recommendations.

Please report each underlying contract rather than all individual purchase orders issued under that contract.

Contract classification

Although HB 3413 requires agencies to indicate whether a contract is classified as professional services or staff augmentation, the reporting criteria extends beyond those two categories. If a contract meets the reporting criteria but is not classified as professional services or staff augmentation, it should be identified as **other** on the reporting template.

Thank you for helping ensure complete and accurate reporting. If you have any questions, please email central.purchasing@omes.ok.gov.