



MyOK Staffing & Services

Supplier Training Guide

For Registered Suppliers

May 2026 • v3.1

Table of Contents

1. Your MyOK Staffing Portal
2. Logging In
3. Dashboard
4. Browsing Postings
5. Submitting a Response
6. Tracking Submissions
7. Awards & Offer Acceptance
8. Onboarding a Contractor
9. Managing Active Contractors
10. Contract Renewals
11. Candidate Pool Management
12. Finance
13. Settings
14. Quick Reference
15. Contract Vehicle Codes

1. Your MyOK Staffing Portal

The MyOK Staffing portal is your one-stop destination for finding and responding to State of Oklahoma staffing and project opportunities. Through the portal you can:

- **Browse postings** — view open staffing and project requests from state agencies

- **Submit candidates or proposals** — respond with qualified candidates from your pool or upload a Statement of Work (SOW) for project engagements
- **Manage awards & onboarding** — accept offers, complete Ironclad agreements, and track contractor status
- **Run reports** — access accrual, invoice, timesheet, and reconciliation data

Supported contract types: The platform supports four contract vehicles — **Task Orders** (SW1025, SW0132) for staffing engagements billed hourly, and **Statements of Work** (SW1050, SW0133) for project/consulting engagements at a fixed price. Each posting specifies which contract type applies.

The supplier workflow at a glance



1. **Posting published** — an agency publishes a staffing or project request
2. **You submit a candidate** (for Task Orders) — select from your pool or add a new candidate, set rate, attach resume
3. **You upload a Statement of Work** (for SOW contracts) — upload proposal with pricing
4. **Agency evaluates** — hiring managers score each submission against the posting’s criteria
5. **Award issued** — the winning supplier receives an award notification
6. **Onboarding** — background check(s), Ironclad contract agreement, and PO creation
7. **Active engagement** — contractor works, timesheets are submitted and approved
8. **Renewal or completion** — the agency renews the engagement or the contract concludes

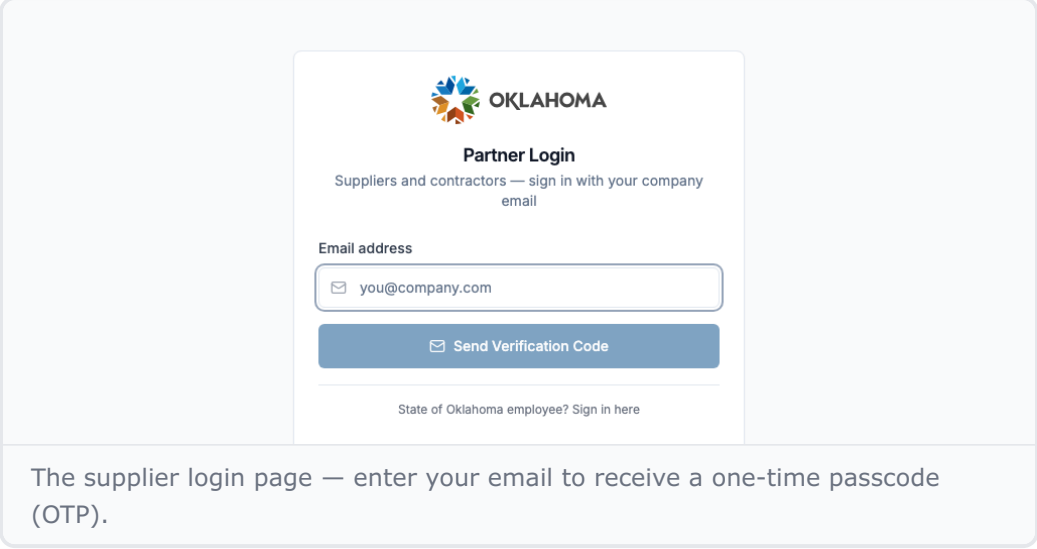
Navigation: Your sidebar shows eight sections: **Overview, Postings, Submissions, Engagements, Timesheets, People, Finance,** and **Settings.**

2. Logging In

Click the right button on the home page. On the MyOK Staffing home screen, click **“Supplier / Contractor Sign In”** — *not* the **“Sign in with Oklahoma SSO”** button next to it. The Oklahoma SSO button is reserved for OMES state employees with @ok.gov credentials and will fail for supplier accounts.

U.S.-only access: MyOK Staffing is only accessible from within the United States and U.S. territories. Connecting from outside the U.S. will show an Access Restricted page instead of the sign-in form.

Before you start: Make sure an OMES admin has invited your company to the portal. You'll only be able to log in once your supplier account has been set up and your email has been added as an authorized contact. If you haven't received an invitation email, contact your OMES staffing program administrator.



The supplier login page — enter your email to receive a one-time passcode (OTP).

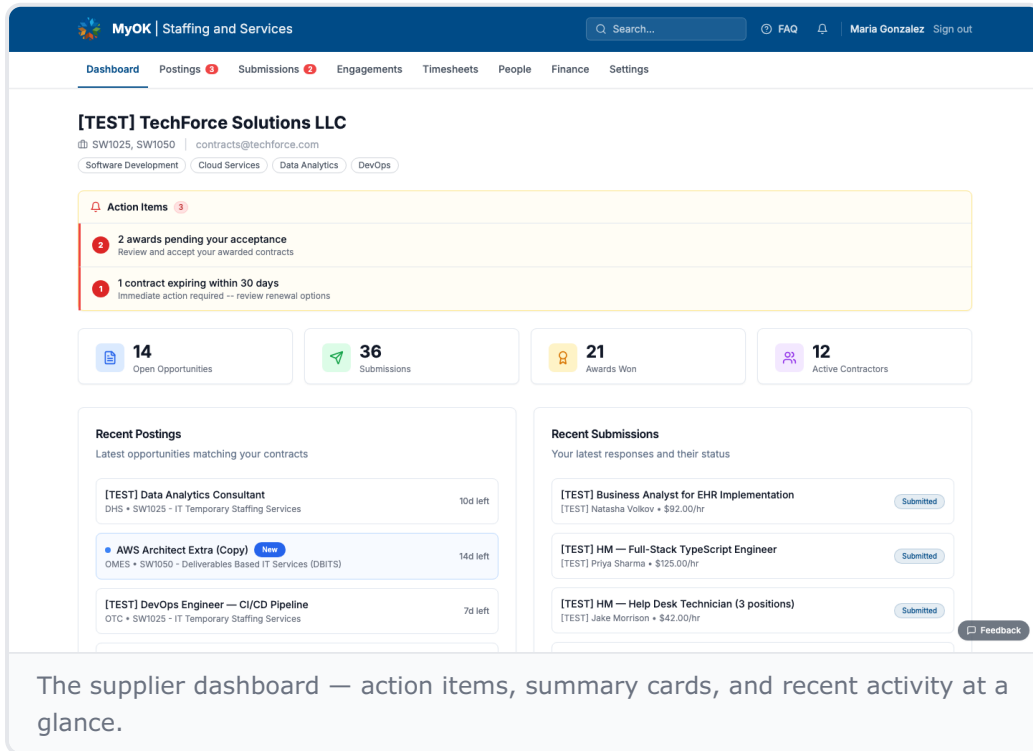
Suppliers log in using a **one-time passcode (OTP)** sent to your registered email address. No state credentials or SSO account is required.

- 1 Navigate to the MyOK Staffing portal URL or click the direct link from any notification email
- 2 Enter your registered email address and click **Send Code**
- 3 Check your inbox for the six-digit passcode (arrives within seconds)
- 4 Enter the code on the verification screen to access the portal

Tip: Bookmark the portal URL for quick access. You can also click the direct link in any email notification to log in and land directly on the relevant page.

Team access: Need additional team members to access the portal? Go to **Settings** → **Team Access** to add their email addresses. Each team member logs in with their own OTP — no OMES approval needed. See [Section 13](#) for details.

3. Dashboard

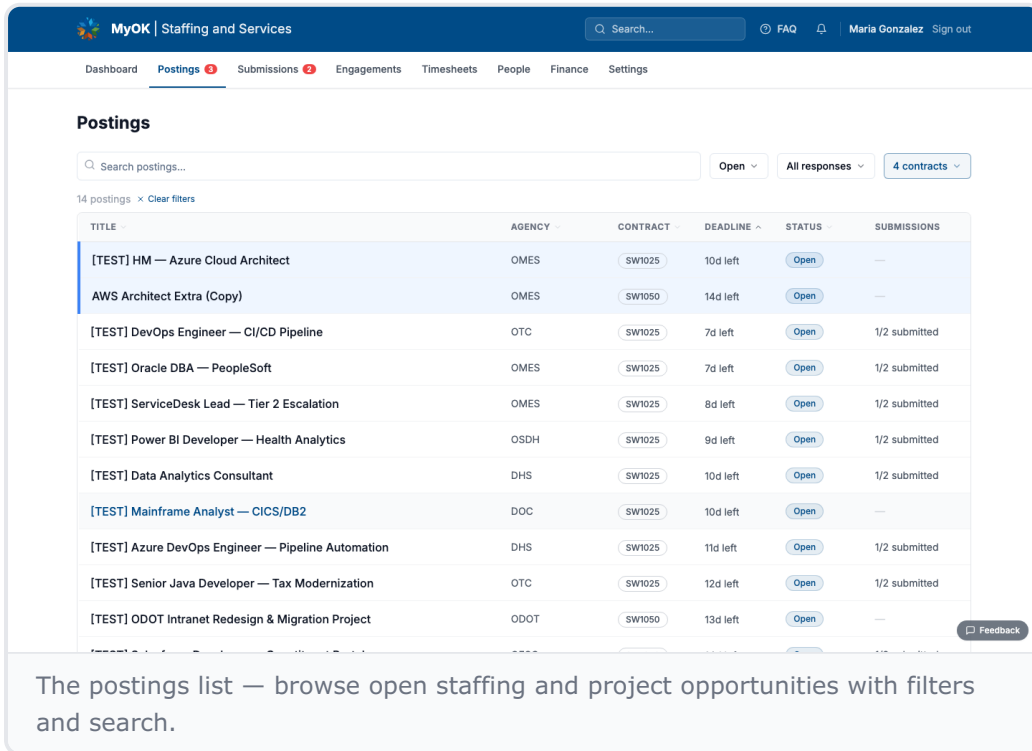


Your dashboard is the first screen you see after logging in. It provides a quick overview of your portal activity:

- **Action items (top):** Tasks requiring your attention — new postings to review, awards to accept, onboarding items to complete. Click any item to go directly to it.
- **Summary cards:** At-a-glance metrics including active contractors, pending submissions, open postings, and recent awards.
- **Recent postings:** The latest postings relevant to your company, with quick links to view details or submit a response.
- **Recent submissions:** Your most recent candidate submissions and their current status.

Tip: The dashboard action items are the fastest way to stay on top of time-sensitive tasks. Check them daily.

4. Browsing Postings



The screenshot shows the 'Postings' page in the MyOK Staffing and Services system. At the top, there is a navigation bar with 'MyOK | Staffing and Services' and a search bar. Below the navigation bar, there are tabs for 'Dashboard', 'Postings', 'Submissions', 'Engagements', 'Timesheets', 'People', 'Finance', and 'Settings'. The 'Postings' tab is active. The main content area is titled 'Postings' and includes a search bar and filter tabs for 'Open', 'All responses', and '4 contracts'. Below this, there is a table with 14 postings. The first two rows are highlighted in blue. The table columns are: TITLE, AGENCY, CONTRACT, DEADLINE, STATUS, and SUBMISSIONS. A 'Feedback' button is located at the bottom right of the table.

TITLE	AGENCY	CONTRACT	DEADLINE	STATUS	SUBMISSIONS
[TEST] HM — Azure Cloud Architect	OMES	SW1025	10d left	Open	—
AWS Architect Extra (Copy)	OMES	SW1050	14d left	Open	—
[TEST] DevOps Engineer — CI/CD Pipeline	OTC	SW1025	7d left	Open	1/2 submitted
[TEST] Oracle DBA — PeopleSoft	OMES	SW1025	7d left	Open	1/2 submitted
[TEST] ServiceDesk Lead — Tier 2 Escalation	OMES	SW1025	8d left	Open	1/2 submitted
[TEST] Power BI Developer — Health Analytics	OSDH	SW1025	9d left	Open	1/2 submitted
[TEST] Data Analytics Consultant	DHS	SW1025	10d left	Open	1/2 submitted
[TEST] Mainframe Analyst — CICS/DB2	DOC	SW1025	10d left	Open	—
[TEST] Azure DevOps Engineer — Pipeline Automation	DHS	SW1025	11d left	Open	1/2 submitted
[TEST] Senior Java Developer — Tax Modernization	OTC	SW1025	12d left	Open	1/2 submitted
[TEST] ODOT Intranet Redesign & Migration Project	ODOT	SW1050	13d left	Open	—

The postings list — browse open staffing and project opportunities with filters and search.

The Postings page lists all staffing and project opportunities available to your company. You can search by keyword, filter by contract type or agency, and use the filter tabs across the top to narrow your view:

Tab	Shows
New	Postings you haven't viewed yet
All Open	Every open posting you're eligible for
Submitted	Postings where you've already submitted one or more candidates
Expired	Closed postings (past their submission deadline)

New postings are highlighted in blue so you can quickly spot opportunities you haven't viewed yet. Once you open a posting, the highlight is removed.

Category filtering (SW0132 & SW0133): If you hold SW0132 or SW0133, you only see postings that match your awarded categories on those vehicles. SW1025 and SW1050 are not category-scoped — you see all postings on those vehicles. See [Contract Categories](#) for more on awarded categories.

Contract types on postings

Each posting specifies the contract vehicle that applies:

- **Task Orders** (SW1025, SW0132) — staffing engagements billed at an hourly rate. You submit a candidate with a proposed hourly rate.
- **Statements of Work** (SW1050, SW0133) — project or consulting engagements at a fixed price. You upload a SOW proposal with deliverables and pricing.

Posting detail & Q&A

Click any posting to view its full detail page, which includes position details, requirements, the submission deadline, candidate limits, and a Q&A section.

The screenshot shows the MyOK Staffing and Services interface. The main content area displays the following details for the posting:

- Title:** [TEST] HM — Azure Cloud Architect
- Office:** Office of Management and Enterprise Services
- Contract Type:** SW1025 - IT Temporary Staffing Services
- Description:** The OMES Cloud Services Team is seeking an Azure Cloud Architect to lead the state infrastructure modernization initiative. The architect will design the Azure landing zone for Oklahoma state government, establish governance policies (Azure Policy, Management Groups), and architect the migration of 150+ on-premises workloads to Azure Government. This role serves as the technical authority for all Azure architecture decisions across state agencies.
- Requirements:** Azure Solutions Architect Expert (AZ-305) certification required; additional Azure certifications preferred. Minimum 8 years of cloud architecture experience with at least 4 years in Azure. Expert in Terraform, Azure Landing Zone Accelerator, and hub-spoke network topology. Experience with Azure Government, FedRAMP High, and state government compliance frameworks. Must be able to present architectural decisions to C-level stakeholders.
- Duration:** 12 months with option to renew
- Location & Schedule:** Hybrid — 2 days/week in-office at Will Rogers Building, Oklahoma City, Remote 3 days.
- Required Skills:** Azure, Terraform, Cloud Architecture, Landing Zone
- Compliance & Requirements:** Standard Background Check, Low Data Sensitivity

On the right side, there are three panels:

- Submit a Candidate:** A button to submit a candidate's resume and proposed hourly rate.
- Posting Details:** Shows the posting date (Apr 8, 2026), deadline (May 1, 2026), time remaining (10 days), and a timeline of 2 rounds (30-min phone screen, then 60-min technical panel with 3 evaluators). Target start is 4-6 weeks from award. Max Candidates/Supplier is 2.
- Agency Contact:** Office of Management and Enterprise Services, Leil Bajema, omes@gomes.ok.gov.

At the bottom, there is a **Questions & Answers** section with a public clarification from the agency. A question from a supplier asks if Azure Commercial experience with FedRAMP knowledge is acceptable. The agency response states that it is acceptable but candidates must obtain Azure Government familiarity within the first 30 days.

At the bottom of the screenshot, the text reads: "The posting detail view — review requirements, see your existing submissions on the right, and submit a response directly from this page."

How Q&A works: The Q&A section is located within the posting detail page. You can submit clarifying questions before the deadline. Questions are **not visible** to other suppliers until the agency answers them. Once answered, both the question and the agency's response become visible to **all suppliers on the contract**, ensuring everyone has equal access to the same information.

Tip: Ask questions early. Agencies aim to respond promptly, but waiting until the last day may not leave enough time for an answer before the submission deadline.

5. Submitting a Response

When you're ready to respond to a posting, click **"Submit a Response"** on the posting detail page. The submission process depends on the contract type:

For Task Orders (SW1025, SW0132)

- 1 **Select or add a candidate** — choose from your existing candidate pool or create a new candidate entry
- 2 **Set the proposed hourly rate** — enter your rate for this engagement
- 3 **Upload a resume** — attach the candidate's current resume (PDF recommended, max 10 MB)
- 4 **Write a cover letter** — explain why this candidate is the best fit for the role
- 5 **Review and submit** — confirm all details, then click **"Submit Response"**

For Statements of Work (SW1050, SW0133)

- 1 **Upload your SOW proposal** — include deliverables, timeline, and fixed project price
- 2 **Write a cover letter** — describe your approach, team qualifications, and relevant experience
- 3 **Review and submit** — confirm all details, then click **"Submit Response"**

Before you submit, a few things to know:

- **Rate commitment** — quoted rates must remain firm for 120 days from submission

- **Submission limit** — each posting specifies the maximum number of candidates you can submit (typically 1 per supplier); the limit is enforced
- **Cover letter** — address the specific requirements, candidate experience, and your understanding of the agency’s needs; carries real weight on Best Value postings
- **Evaluation method** — each posting is either **Best Value** (qualifications + price) or **Lowest Price** (cheapest qualified wins); check the posting detail page
- **Deadline** — submissions cannot be made after the posting deadline; plan ahead
- **SW0132 & SW0133 categories** — on these vehicles, you can only submit to postings that match your [awarded categories](#). If something you expected is missing, your awarded categories may need an update — contact OMES.

6. Tracking Submissions

The screenshot shows the 'Submissions' page in the MyOK Staffing and Services system. At the top, there's a navigation bar with 'Submissions' highlighted. Below it, a list of submissions is shown, with two highlighted in yellow. Each highlighted submission has 'Accept' and 'Decline' buttons. Below the list, there's a search bar and filters for 'Any status' and '4 contracts'. A table below shows a list of submissions with columns: CANDIDATE, AGENCY, CONTRACT, RATE, DOCS, STATUS, and SUBMITTED. The table contains six rows of data. At the bottom, there's a feedback button and a caption: 'The submissions list — track every candidate submission and its current status.'

The Submissions page shows all candidates you’ve submitted across all postings. Each submission displays a status badge indicating where it is in the evaluation process:

Status	Meaning
Submitted	Your response has been received and is awaiting agency review
Selected	Your candidate has been selected — an award notification will follow
Not Selected	Your candidate was not chosen for this posting

Click any submission to view the full detail page, including the candidate profile, proposed rate, uploaded resume, cover letter, and a timeline of status changes.

Email notifications: You'll receive an email whenever a submission status changes (if enabled in your [notification preferences](#)).

7. Awards & Offer Acceptance

The Awards page — view award notifications and accept or decline offers.

When your candidate is selected, you'll receive an award notification by email and see it as an action item on your dashboard.

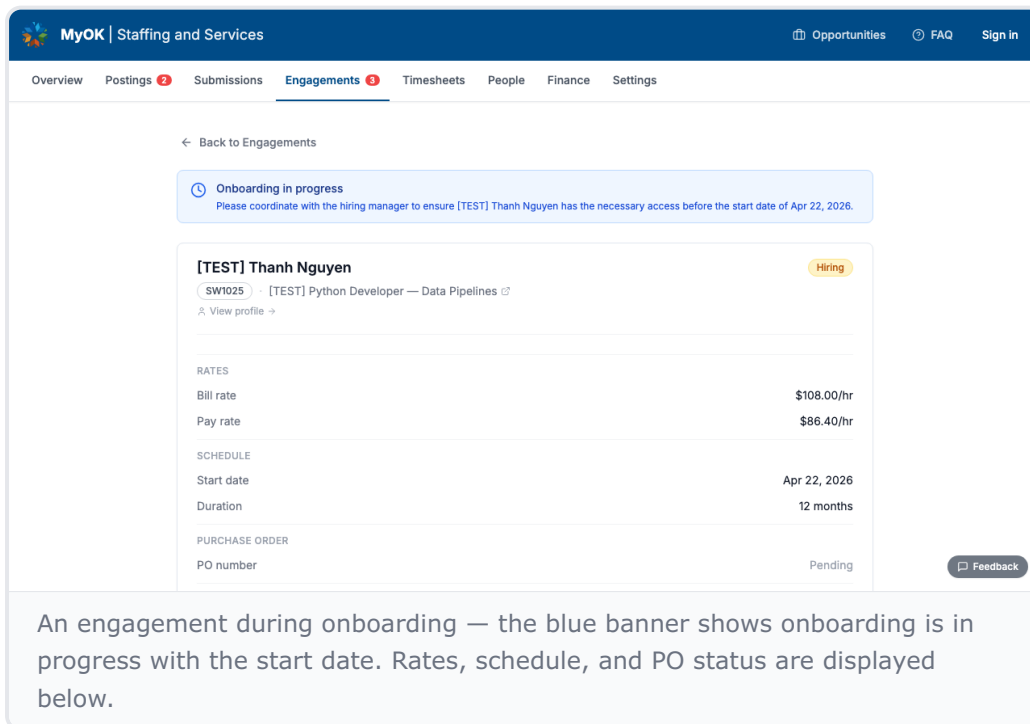
- 1 Review the award details — position, agency, rate, start date, and contract terms
- 2 Click **Accept** to confirm the award, or **Decline** if you cannot fulfill the engagement
- 3 Once accepted, the onboarding process begins automatically (see [Section 8](#))

Respond promptly: Award offers have a response deadline. If you don't accept or decline within the specified timeframe, the agency may move to the next candidate.

Evaluation method: Hiring managers score each candidate in the portal against the posting's criteria. **Best Value** postings weigh qualifications, experience, certifications, cover letter, and price together; **Lowest Price** postings award to the cheapest qualified candidate. Check the posting detail page to see which applies. Submitting the lowest rate does not guarantee selection on Best Value postings.

8. Onboarding a Contractor

After you accept an award, the contractor enters the onboarding phase. The system tracks each step and notifies you of outstanding items. Onboarding involves two key areas:



The screenshot shows the MyOK Staffing and Services interface. The top navigation bar includes 'MyOK | Staffing and Services', 'Opportunities', 'FAQ', and 'Sign in'. The main navigation menu has 'Overview', 'Postings', 'Submissions', 'Engagements', 'Timesheets', 'People', 'Finance', and 'Settings'. The 'Engagements' tab is active, showing a 'Back to Engagements' link. A blue banner indicates 'Onboarding in progress' with a note: 'Please coordinate with the hiring manager to ensure [TEST] Thanh Nguyen has the necessary access before the start date of Apr 22, 2026.' Below this, the engagement details for '[TEST] Thanh Nguyen' are displayed, including a 'Hiring' status, ID 'SW1025', role '[TEST] Python Developer — Data Pipelines', and a 'View profile' link. The details are organized into sections: 'RATES' (Bill rate: \$108.00/hr, Pay rate: \$86.40/hr), 'SCHEDULE' (Start date: Apr 22, 2026, Duration: 12 months), and 'PURCHASE ORDER' (PO number: Pending). A 'Feedback' button is located at the bottom right of the engagement details.

An engagement during onboarding — the blue banner shows onboarding is in progress with the start date. Rates, schedule, and PO status are displayed below.

Ironclad contract agreement

OMES generates the contract agreement through **Ironclad**. You will receive an email with a link to review and electronically sign the agreement. The status is tracked on the contractor detail page.

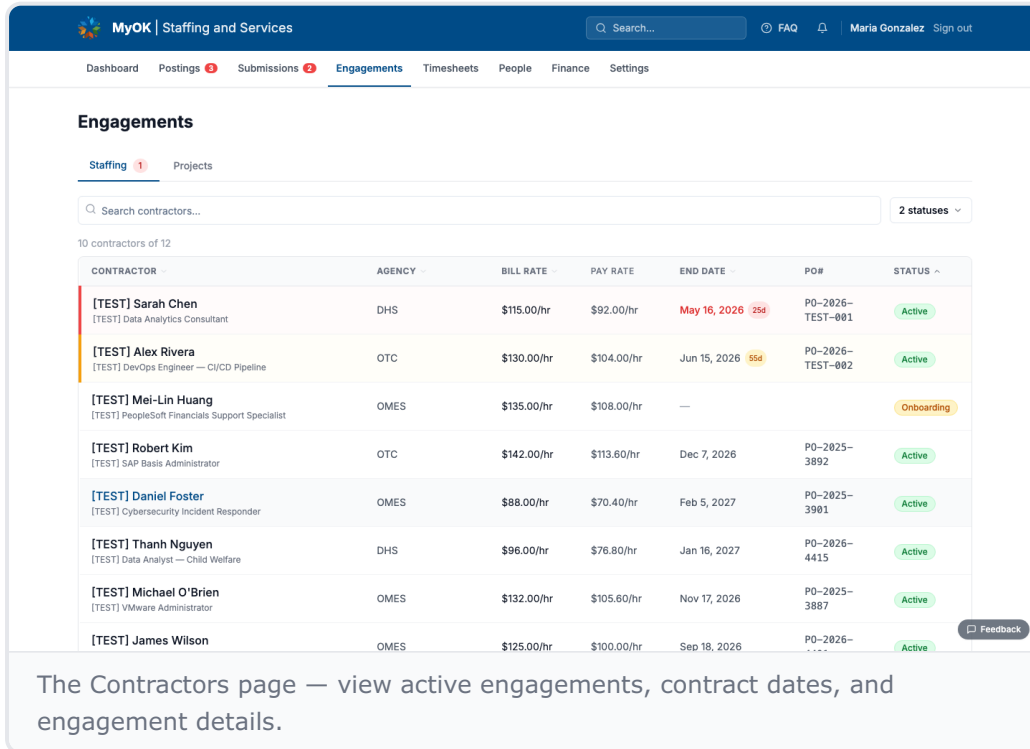
Background check & purchase order

- 1 Background check** — initiated by the hiring agency. Required clearances (CJI, FTI, Lincoln Data Center) are specified on the award.
- 2 Purchase Order (PO)** — once the Ironclad agreement is executed, a PO is created and associated with the engagement.
- 3 Activation** — when all onboarding steps are complete, the contractor status changes to **Active** and work can begin.

All steps must be completed: A contractor cannot begin work until the Ironclad agreement is signed, background checks are cleared, and the PO is in place. Incomplete items will block activation.

Tip: Complete your onboarding items promptly to avoid delays in the contractor's start date. Monitor the Contractors page to see which items are still outstanding.

9. Managing Active Contractors



The screenshot shows the 'Engagements' page in the MyOK system. The page has a navigation bar with 'Engagements' selected. Below the navigation bar, there are tabs for 'Staffing' (1) and 'Projects'. A search bar for contractors is present. A table lists 10 contractors with the following columns: CONTRACTOR, AGENCY, BILL RATE, PAY RATE, END DATE, PO#, and STATUS. The table contains the following data:

CONTRACTOR	AGENCY	BILL RATE	PAY RATE	END DATE	PO#	STATUS
[TEST] Sarah Chen [TEST] Data Analytics Consultant	DHS	\$115.00/hr	\$92.00/hr	May 16, 2026 25d	PO-2026-TEST-001	Active
[TEST] Alex Rivera [TEST] DevOps Engineer — CI/CD Pipeline	OTC	\$130.00/hr	\$104.00/hr	Jun 15, 2026 55d	PO-2026-TEST-002	Active
[TEST] Mei-Lin Huang [TEST] PeopleSoft Financials Support Specialist	OMES	\$135.00/hr	\$108.00/hr	—		Onboarding
[TEST] Robert Kim [TEST] SAP Basis Administrator	OTC	\$142.00/hr	\$113.60/hr	Dec 7, 2026	PO-2025-3892	Active
[TEST] Daniel Foster [TEST] Cybersecurity Incident Responder	OMES	\$88.00/hr	\$70.40/hr	Feb 5, 2027	PO-2025-3901	Active
[TEST] Thanh Nguyen [TEST] Data Analyst — Child Welfare	DHS	\$96.00/hr	\$76.80/hr	Jan 16, 2027	PO-2026-4415	Active
[TEST] Michael O'Brien [TEST] VMware Administrator	OMES	\$132.00/hr	\$105.60/hr	Nov 17, 2026	PO-2025-3887	Active
[TEST] James Wilson	OMES	\$125.00/hr	\$100.00/hr	Sep 18, 2026	PO-2026-...	Active

Below the table, there is a feedback button and a caption: 'The Contractors page — view active engagements, contract dates, and engagement details.'

The Contractors page is your central hub for managing all active engagements. The list shows each contractor's name, agency, status, contract dates, and key engagement details.

Contractor portal access: All contractors must be registered in the system and on an active contract to have access to the portal. Contractors who are still onboarding, have completed their engagement, or have not yet been awarded will not have portal access.

Contractor detail

Click any contractor to view their full detail page, which includes:

- **Engagement details:** agency, position, contract type, rate, start/end dates, PO number
- **Timesheet history:** submitted and approved timesheets with hours and amounts
- **PO burndown:** visual indicator of how much of the purchase order has been consumed vs. remaining
- **Contract timeline:** current period, renewal status, and upcoming milestones

Timesheet comments

Contractors submit their own timesheets through the portal. As the supplier, you can view your contractors' timesheets and add comments — for example, to flag issues, request corrections, or provide project code guidance. Contractors will see your comments on their timesheet page.

Tip: Keep an eye on the PO burndown chart. If the PO is nearing exhaustion before the contract end date, contact the agency to discuss a PO amendment.

10. Contract Renewals

When a contract is approaching its end date and the agency wants to continue the engagement, you'll receive a **renewal notification**. Renewals extend existing engagements — they are not re-posted as new postings.

- 1 You receive a renewal notification via email and on your dashboard
- 2 Navigate to the contractor detail page and review the proposed renewal terms
- 3 Click **Acknowledge** to confirm you can continue, or **Decline** if the contractor is no longer available

How renewals work:

- Renewals are initiated by the agency, not the supplier
- The same rate carries forward automatically — no re-negotiation
- The named contractor must remain the same
- Each approver in the renewal chain receives an email when it's their turn
- On acceptance, the hiring manager issues a new PO number and an updated Ironclad agreement is generated

What happens after renewal

Action	Result
You acknowledge	The hiring manager issues a new PO number and the updated Ironclad agreement is generated. Contractor continues with no gap in service. End date extends per the new terms.
You decline	Engagement ends on the original end date. The agency may re-post the position as a new posting.
No response within deadline	The agency is notified and may reach out directly or move forward with alternative arrangements.

Tip: Discuss renewals with your contractor early. The portal will show a renewal indicator on the contractor card well before the end date, giving you time to confirm availability.

11. Candidate Pool Management

MyOK | Staffing and Services

Dashboard Postings Submissions Engagements Timesheets **People** Finance Settings

People 11 Active 1 Onboarding 7 Bench + Add Person

Search by name, title, email, or skills... All statuses

20 people

NAME ^	TITLE	STATUS	ENGAGEMENT	RATE
[TEST] Aisha Oladele	Full-Stack Engineer	Bench	2 Weeks Notice	\$118.00/hr
[TEST] Alex Rivera	Full-Stack Developer	Active	2 engagements	\$130.00/hr
[TEST] Daniel Foster	ServiceNow Developer	Active	OMES	\$118.00/hr
[TEST] Gregory Stanton	Oracle DBA	Bench	Available	\$142.00/hr
[TEST] Jake Morrison	Help Desk Technician	Bench	Available	\$42.00/hr
[TEST] James Wilson	Senior Systems Engineer	Active	OMES	\$125.00/hr
[TEST] Jennifer Walsh	Senior Software Engineer	Bench	Available	\$125.00/hr
[TEST] Kevin Okonkwo	DevOps Engineer	Active	OMES	\$130.00/hr
[TEST] Maria Santos-Rivera	Enterprise Architect	Active	ODOT	\$140.00/hr
[TEST] Mei-Lin Huang	PeopleSoft Developer	Onboarding	OMES	\$135.00/hr
[TEST] Michael O'Brien	Infrastructure Engineer	Active	OMES	\$118.00/hr

Your candidate pool — manage candidates available for submission to postings.

The Candidate Pool is your roster of pre-registered candidates ready for submission. Maintaining an up-to-date pool saves time when responding to postings.

Adding a candidate

- 1 Click **"Add Candidate"** on the Candidate Pool page
- 2 Enter the candidate's name, contact info, skills, and certifications
- 3 Upload their resume (PDF recommended)
- 4 Set their availability status
- 5 Save to add them to your pool

Availability statuses

Status	Meaning
Available	Ready to be submitted to postings
Engaged	Currently placed on an active contract — set automatically when a contractor is active

Status**Meaning****Submitted**

Currently submitted to one or more postings and awaiting evaluation

Unavailable

Not currently available for placement

Lifecycle linking: Candidates in your pool are automatically linked to their contractor records. When a candidate is awarded and activated, their pool status updates to **Engaged**. When the engagement ends, they return to **Available**.

Tip: Keep candidate resumes and certifications current. Outdated information can slow down the evaluation process or disqualify a strong candidate.

12. Finance

The Finance page — review approved timesheets, track invoicing, and see contractor pay totals.

The Finance page brings together approved-timesheet billing data in one place, organized into three tabs. Use it to prep invoices, monitor what’s already been billed, and see contractor pay running totals.

Tab**What it shows****Invoice Prep**

Approved timesheets that are ready to invoice — grouped by engagement and pay period, with line-item detail you can copy into your billing system.

Timesheets

The full timesheet history across all of your active contractors — filterable by contractor, agency, and period.

Tab	What it shows
Contractor Pay	Running totals of approved hours and pay per contractor, useful for payroll reconciliation.

The top of the page shows summary cards for **Approved**, **Invoiced**, **Ready to Invoice**, and **Hours**, so you can see your billing pipeline at a glance.

Using filters

Each Finance tab supports the following filters:

- **Date range** — select a start and end date
- **Contractor** — filter to a specific contractor or view all
- **Agency** — filter by the agency associated with the engagement

Tip: Review the Invoice Prep tab at the start of each billing cycle so nothing approved sits un-invoiced. The Contractor Pay tab is handy for cross-checking against your payroll runs.

13. Settings

Settings
Manage your company profile and preferences

PROFILE

- Company info
- Contracts

ACCESS

- Team access

NOTIFICATIONS

- Email recipients
- Preferences

Company Information
Contact OMES to update your company information

Company Name	Email
[TEST] TechForce Solutions LLC	contracts@techforce.com
Phone	Contact
(405) 232-8100	—

Categories
 Software Development Cloud Services Data Analytics DevOps

To update your company information, please contact OMES Central Purchasing at procurement@omes.ok.gov

Company Overview
A brief description of your company that can be included with your submissions

Describe your company, areas of expertise, and relevant experience with Oklahoma state agencies...

This overview can be optionally included when you submit responses to postings. 0/2000 [Feedback](#)

Settings — manage your company profile, notification preferences, and team access.

Company profile

The Company Profile page displays your registered company information. You can update your phone, website, headquarters address, and primary contact details directly in the portal.

Need to update official company details? Changes to your registered company name, tax ID, or legal entity information go through OMES Central Purchasing — reach out to procurement@omes.ok.gov and they'll coordinate the update.

Service Areas

Service areas describe what your company offers. Reviewers see them next to your submissions, so keep them current and accurate.

- Pick up to **5 service areas**.
- 10 base options are available to every supplier: Software Development, Cloud Services, Data Analytics, Cybersecurity, Network Infrastructure, Help Desk Support, Project Management, Business Analysis, Quality Assurance, and DevOps/SRE.
- Suppliers on **SW1025** or **SW1050** also see five IT-specific options: Machine Learning, Enterprise Architecture, Digital Design, Grant Writing, and Communications & Training.
- You can add custom service areas using the text field if none of the presets fit (80-character limit each).

Edit your service areas at **Settings** → **Company info** → **Service Areas** → **Edit**.

If your account already lists more than 5 areas: they're preserved and shown behind a "+N more" pill so nothing is lost, but new selections need to stay within the 5-area cap. Trim the list to 5 the next time you edit.

Contract Categories (SW0132 & SW0133)

SW0132 and SW0133 each have a set of categories that suppliers are individually awarded under. The category you're awarded determines which postings you see and can submit to on those vehicles.

SW0132 categories (Statewide Temporary Staffing — Non-IT):

- I — Administrative
- II — Commercial / Industrial
- III — Healthcare Clinical
- IV — Healthcare Non-Clinical
- V — Professional (Non-IT)

SW0133 categories (Statewide Professional Consulting — Non-IT):

- A — Project Management

- B — Research & Analysis
- C — Advisory
- D — Training & Workshops
- E — Document & Reporting
- F — Administrative
- G — Professional
- H — Analyst
- I — Consultant

View your awarded categories at **Settings** → **Contracts**. Each contract you hold shows its awarded categories underneath.

Awarded categories are managed by OMES. Suppliers cannot self-edit them. If something looks wrong or you believe you should be awarded under additional categories, contact OMES and they'll update your record.

Notification preferences

Configure which email notifications your company receives. Each notification type can be toggled on or off independently:

- **New posting notifications** — alerts when new relevant postings are published
- **Submission confirmations** — confirmation when a candidate submission is received
- **Status change alerts** — updates when submission status changes (selected, not selected)
- **Award notifications** — alerts when your candidate receives an award
- **Renewal notifications** — alerts for upcoming contract renewals
- **Onboarding reminders** — reminders for incomplete onboarding items

New-posting alerts are filtered by category on SW0132 and SW0133. You'll only receive new-posting emails and in-app alerts for postings inside your awarded categories on those vehicles. SW1025 and SW1050 alerts go out for any posting on those vehicles.

Don't miss awards: We strongly recommend keeping **Award notifications** and **Renewal notifications** enabled. Missing these can delay onboarding or cause you to miss a renewal window.

Team access

Add team members who need access to the supplier portal. Each person you add can log in with their own OTP using their email address.

- 1 Go to **Settings** → **Team Access**
- 2 Click **“Add Team Member”**
- 3 Enter the team member’s email address
- 4 Click **Save** — they can now log in immediately using OTP

Self-service: Adding team members does not require OMES approval. You can add or remove members at any time. All team members share the same company-level access and see the same data.

14. Quick Reference

Status badges

Badge	Context	Meaning
POSTINGS		
New	Postings	Posting you haven’t viewed yet
SUBMISSIONS		
Submitted	Submissions	Response received, awaiting agency review
Selected	Submissions	Candidate selected for award
Not Selected	Submissions	Candidate not chosen
AWARDS		
Accepted	Awards	Award offer accepted by supplier
Declined	Awards	Award offer declined by supplier
CONTRACTORS		
Onboarding	Contractors	Contractor completing onboarding steps
Active	Contractors	Contractor working, timesheets being submitted
Completed	Contractors	Engagement ended
CANDIDATE POOL		

Badge	Context	Meaning
Available	Candidate Pool	Candidate ready for submission
Engaged	Candidate Pool	Candidate currently on an active contract
Submitted	Candidate Pool	Candidate submitted, awaiting evaluation
Unavailable	Candidate Pool	Candidate not available for placement

Common tasks

Task	Where to go	Key action
View new postings	Postings → New tab	Click a posting to view details
Ask a question about a posting	Posting detail → Q&A section	Submit your question (hidden until answered, then visible to all)
Submit a candidate or SOW	Posting detail page	Click "Submit a Response"
Check submission status	Submissions	View status badge on each row
Accept an award	Awards	Click "Accept" on the award
Track onboarding	Contractors → In Progress	Complete outstanding items
Acknowledge a renewal	Contractor detail	Click "Acknowledge" on the banner
Add a candidate to pool	Candidate Pool	Click "Add Candidate"
Prep invoices & review timesheets	Finance → select tab	Open Invoice Prep, Timesheets, or Contractor Pay
Edit service areas	Settings → Company info	Click "Edit" on the Service Areas card (up to 5)
See awarded categories	Settings → Contracts	Open the Contracts page (read-only)
Add a team member	Settings → Team Access	Click "Add Team Member"
Update notifications	Settings → Preferences	Toggle email notification types
Update company info	Email procurement@omes.ok.gov	OMES Central Purchasing coordinates the update

Need help? Use the **Feedback** button in the bottom-right corner of any page to report issues, ask questions, or suggest improvements. Your feedback goes directly to the OMES platform team.

15. Contract Vehicle Codes

The MyOK Staffing portal supports the following statewide contract vehicles. Each posting specifies which contract type applies.

Code	Contract Name	Type	Award Document	Pricing
SW1025	IT Temporary Staffing Services	Task Order	Task Order	Hourly rate
SW0132	Hourly IT Services	Task Order	Task Order	Hourly rate
SW1050	Deliverables Based IT Projects (DBITS)	Statement of Work (SOW)	SOW	Fixed project price
SW0133	Non-IT Professional Services	Statement of Work (SOW)	SOW	Fixed project price

Task Order vs. Statement of Work:

- **Task Orders** (SW1025, SW0132) are for ongoing staffing needs billed by the hour. You submit a candidate with a proposed hourly rate.
- **Statements of Work** (SW1050, SW0133) are for defined projects with deliverables and a fixed price. You upload a SOW proposal with your approach and pricing.