CPO Announcement

State of Oklahoma
Office of Management and Enterprise Services

DATE: Feb. 25, 2026

TO: All CPOs

FROM: Office of Management and Enterprise Services

SUBJECT: New digital process for mandatory statewide contract exceptions

CONTACT: Lesli Bajema

OMES Central Purchasing is launching a new, digital process for mandatory statewide contract exception requests that will replace the manual process of submitting Form CP109. Agencies may begin using the new process immediately.

What's changing:

Central Purchasing will retire Form CP109. All exception requests for purchases exceeding $5,000 may now be submitted directly through the statewide contract search site. To request an exception, select the **Request Exception** tab, complete the digital form, attach required documentation, then submit.

What's staying the same:

- **Thresholds:** Agencies do not need to submit an exception request for purchases under $5,000. Those purchases still require internal agency documentation but do not require approval from OMES.
- **Compliance:** An approved exception only waives the requirement to use the mandatory statewide contract. All other Central Purchasing Act requirements, including competitive bidding, still apply.
- **Exclusions:** The new process does not apply to exceptions from the State Use Program or Oklahoma Correctional Industries (OCI). These programs maintain a higher purchasing priority than statewide contracts, and exceptions must be documented and approved by the State Use Administrator or OCI, respectively.

Approvals and appeals:

Once submitted, your request will automatically route to Central Purchasing for review. You will receive automated email notifications upon submission and approval/denial.

To appeal a denied request, please email central.purchasing@omes.ok.gov with additional supporting documentation for the state purchasing director's review.