



CPO Announcement

State of Oklahoma
Office of Management and Enterprise Services

DATE: Sept. 9, 2026

TO: Agency directors and CPOs

FROM: OMES Central Purchasing

SUBJECT: Revised Form CP001 – agency contract management contact

CONTACT: [Lisa Van Horn](#)

Recent legislative changes significantly expand state agencies' responsibilities for contract documentation, transparency, reporting and management. To support these new requirements and ensure each agency has a designated point of contact for contract-related matters, OMES Central Purchasing has revised [Form CP001, Authorized Signatures and Primary Contact Form](#).

Action required: Submit new Form CP001 by Oct. 30

All agencies are required to complete and submit a new Form CP001 by Friday, Oct. 30.

Agency leadership and CPOs should review the revised Form CP001 instructions, identify the appropriate individuals for each role and submit a completed Form CP001 through the ServiceNow [Compliance Form Submission](#).

What's changing

The revised Form CP001 requires each agency to identify their:

- Primary certified procurement officer (CPO).
- Designated contract manager.
- Authorized individual(s) responsible for completing the [Agency Conflict of Interest Certification \(CP005\)](#).

New designation: Agency contract manager

Agencies may designate an individual to coordinate contract management activities across the agency. **If an agency does not designate a separate contract manager, the agency's primary CPO will be the contract manager by default.**

The contract manager will be the primary contact for contract-management communications from Central Purchasing, including:

- Implementation of new statutory requirements.
- Contract documentation and reporting.
- Contract performance monitoring and post-assessments.
- Other statewide contract-management initiatives.

Why Form CP001 is changing

Several bills enacted during the 2026 legislative session create new responsibilities related to state contracts:

- [HB 3413](#) adds contractor and consultant reporting requirements to the annual budget process and requires publication of certain consultant reports.
- [HB 3414](#) requires contracts to be identified as service-driven or staff augmentation and establishes related statewide accounting and reporting requirements.
- [HB 3415](#) significantly expands contract transparency and management requirements, including:
 - Publication of active agency contracts in a public database.
 - Vendor subcontractor reporting.
 - Required documentation for services purchased through statewide contracts.
 - Post-assessments of contracted services.
 - Reporting of incomplete contracts.

Together, these changes require increased contract management throughout the contract process. Central Purchasing will coordinate with each agency's designated contract manager to support the implementation of the new requirements.

Agencies are encouraged to use this update to clarify internal responsibilities for contract administration and ensure CPOs are involved throughout the contract life cycle. Central Purchasing will share additional guidance and training in advance of the Nov. 1 effective date.