



CPO Announcement

**State of Oklahoma
Office of Management and Enterprise Services**

DATE: June 15, 2026

TO: All CPOs

FROM: Office of Management and Enterprise Services

SUBJECT: State Use exception request requirements

CONTACT: [OMES Central Purchasing](#)

On June 30, a new form will be available on the [statewide contract search site](#) for agencies to submit State Use exception requests. This digital form will expedite the review process and help us maintain accurate documentation. Please review the information below to learn about the requirements and steps for submitting a State Use exception.

Overview

Unless otherwise prohibited by law, whenever a state agency determines their intended purchase qualifies for an exception and believes it is in the best interest of the state to purchase from a source other than the State Use Program, the agency will submit an exception request to the State Use administrator via the digital form.

All approved exceptions are for one-time purchases only. A state agency may not complete the acquisition without prior written approval of the exception request by the State Use administrator or state purchasing director.

State Use exception request submission requirements

State Use exception requests should include:

- Quotes from all parties.
- Documented proof of communication with the State Use supplier(s) to confirm or deny the availability of the requested product/service or a comparable alternative.

State Use exceptions will be considered based on the following criteria:

- Cost savings of at least 20%.
- Improved delivery time for a critical need.
- Improved quality.

If the information above is not included, the State Use administrator will return the exception request to the state agency and request the missing documentation. The State Use administrator will process requests with all necessary documentation within three business days.

Purchasing hierarchy

The State Use Program holds the highest purchasing priority and is the first required stop for state agencies. An exception from the State Use Program does not exempt an agency from using Oklahoma Correctional Industries (OCI) or a mandatory statewide contract. If a State Use exception is approved, the agency must continue through the state purchasing hierarchy:

1. **Oklahoma Correctional Industries:** If the item or service is available, it must be purchased from Oklahoma Correctional Industries. OCI exceptions must be documented and approved directly by OCI.
2. **Mandatory statewide contracts:** If the item or service is available on a mandatory statewide contract, it must be purchased from that contract.
 - Learn more about [mandatory statewide contract exceptions](#).
3. **Suggested statewide contracts:** If the item or service is not available on a mandatory statewide contract, agencies are strongly encouraged to review suggested statewide contracts.
4. **If no applicable statewide contract exists:**
 - For acquisitions over \$25,000, the agency must conduct a solicitation.
 - For acquisitions under \$25,000, the agency may proceed with open market purchasing.

Please remember: Early engagement with all required suppliers ensures a proactive approach that helps streamline procurement timelines and the exception request process.