



OKLAHOMA
Office of Management
& Enterprise Services

MEETING TITLE: STATE USE ADVISORY COUNCIL SPECIAL MEETING

DATE: December 3, 2025

TIME: 10:00am CST

LOCATION: ODOT Training Center, Buffalo B Conference Room 5307 NE 122nd St, OKC, OK 73131

MINUTE TAKER: Cristi Cole (State Purchasing Director Designee)

NEXT MEETING: April 7, 2026 10am

AGENDA POSTED: Will Rogers Building Bulletin Board outside door entry (2401 N. Lincoln Blvd., Oklahoma City, OK 73105) is the official public place for posting notices, as required by the Oklahoma Open Meeting Act. The agenda was posted on December 1, 2025, 10:45am.

REVIEW OF PREVIOUS MINUTES

I. Roll Call and Attendance:

- **Council Members Present:** Marshall Ottinger (Governor Appointee), Tracy Osburn (OMES Director Designee), Mark Claunch (Senate President Pro Tem Designee), Frank Stone (House Speaker Designee), Lindsey Kanaly (OKDHS Director Designee), Cristi Cole (State Purchasing Director Designee)
- **Council Member Absent:** Tracy Brigham (DRS Director Designee)
- **State Staff Present:** Elizabeth Base (OMES Legal Counsel), Emily Duren (OMES Outreach Specialist), Ryan Gold (OMES Category Manager)

II. Formal Proceedings and Information Items

- 1) Call to Order
 - a) Cristi Cole called the meeting to order at 10:04am CST.
- 2) Review of Previous 9.30.2025 Minutes
 - a) Frank Stone moved to approve the minutes.
 - b) Tracy Osburn second the motion.
 - c) The motion passes (roll call) with 6 ayes and 0 nays. The 9.30.2025 minutes are approved.
- 3) Council Business / Information Items
 - a) Oklahoma Open Meeting Act (OOMA) Compliance:
 - i) Elizabeth Base shares overview of OOMA Compliance for information only.

b) New State Use Vendor Contracts:

i) Cristi Cole shares updates for information only.

(1) Central Purchasing (CP) is preparing to begin new contracts in the new year.

(2) Initial request for current Certificate of Insurance (COI), current price/document/rate sheet, confirm contract signatory was sent to all SU vendors via the October 2025 Newsletter and followed up with a direct email to ensure all suppliers received the request these documents.

c) Procurement Schedule Update:

i) Cristi Cole shares an update for information only.

(1) CP recently sent out a Certified Procurement Officer (CPO) announcement to Agency CPOs, P-card administrators and cardholders of the November 2025 version of the SU Procurement Schedule now in effect bringing the following significant changes:

(a) "Suitable to Procure" designation has been eliminated.

(b) All items on the updated SU procurement schedule are mandatory for purchase at a zero-dollar threshold.

(c) Required attachments for an exception.

ii) Question 1 from the Council:

(a) Mark Claunch: Is time frame taken into consideration for an exception?

(b) Cristi Cole response: Yes, supplier correspondence is a required – no decision made until correspondence is received for an exception review.

iii) Question 2 from the Council:

(a) Mark Claunch: What is the logic behind eliminating Suitable to Procure?

(b) Ryan Gold: Suitable to Procure are items a Supplier has available for purchase but is not on contract. Suitable to Procure was confusing to agencies – seen as a mandatory purchase, but it is not.

iv) Question 3 from Council:

(a) Mark Claunch: Is there a solution to multiple Non-Profit Agencies (NPA) providing a product/service on a SU contract?

(b) Ryan Gold: We can ask leadership.

(c) Cristi Cole: Request made for SU Suppliers to view the procurement schedule and/or Statewide (SW) search site to see what the agencies see and to verify we have accurate information/pricing listed.

d) Supplier Quarterly Reporting Issues:

i) Cristi Cole shares an update for information only.

(1) 3Q reports extended deadline was November 15th.

(2) A report template was sent for suppliers to complete & submit to sureports@omes.ok.gov

(3) Suppliers are to submit ONE report for EACH category.

(4) Strictly report only items on contract (listed on procurement schedule)

(5) Report Zero Activity via email to ensure file remains accurate & compliant.

- (6) Send payment to CP only after receiving confirmation to prevent duplication or overpayment.
- (7) Suppliers who fail to submit reports for more than 45 days will face contract suspension and removal from the website until the report is received.
- ii) Question 1 from the Council:
 - (a) Mark Claunch: What is the most effective way for Qualified Non-profit Agencies (QNA) to reach out for questions on reporting?
 - (b) Cristi Cole: Suppliers may reach out through...
 - (i) SUReports mailbox (checked daily),
 - (ii) Email/call myself or Amy Cullins directly.
 - (iii) Amy has made personalized templates for suppliers that have reached out for help.
- e) Demo of new statewide contract search site:
 - i) Emily Duren shares an overview of the new SW search site for information only.
 - (1) Modernized search site
 - (a) Powerful search functionality
 - (b) Clean documents
 - (c) Easily identify awarded suppliers
 - (d) Work from anywhere / Time Saver
 - (e) Filter by contract designation
 - (2) Site Demo

III. Action Items

- 1) Vote 2026 Regular Meeting Dates
 - i. According to statute, the State Use Advisory Council (SUAC) must meet at least twice per year.
 - ii. Proposed dates for 2026: April 7, 2026 and October 6, 2026.
 - iii. The motion passes (roll call) with 6 ayes and 0 nays. The 2026 regular SUAC meeting dates are formally adopted.
- 2) Naming a Chairperson
 - i. Tracy Osburn was nominated by Lindey Kanaly.
 - ii. Frank Stone second the motion.
 - iii. By a vote count (roll call) with 6 ayes and 0 nays, Tracy Osburn is elected as the new Chairperson of the SUAC.

IV. Public Forum & Closing

- 1) Public Comments
 - a. Colleen Jackson: DRTC's concern of the elimination of suitable to procure list.
- 2) Adjournment
 - a. Motion: A motion to adjourn was made by Tracy Osburn.
 - b. Second: The motion was seconded by Lindsey Kanaly.
 - c. The motion passes (roll call) with 6 ayes and 0 nays. The 12.03.2020 Special SUAC Meeting is adjourned.
 - d. The meeting was adjourned at 10:58am CST.