

Instructions

Thank you for your interest in the Oklahoma State Use Program. This application provides the forms and guidance needed to apply as a new supplier. Eligibility requirements include nonprofit status and employing people with significant disabilities (minimum 75% direct labor). Please complete all sections and submit the required documents to SURreports@omes.ok.gov.

Part 1: Required documents checklist

Before submitting, ensure your organization has gathered and included the following:

1. **IRS 501(c)(3) Letter:** Proof of nonprofit status.
2. **U.S. Dept. of Labor Section 14(c) Certificate:** Current certificate for a sheltered workshop.
3. **Certificate of Insurance:** Must show current workers' compensation coverage.
4. **Secretary of State Registration:** Proof of "Good Standing" in Oklahoma.
5. **Non-Collusion Certification:** For competitive bid and/or contract. Refer to [OMES Form CP004](#).
6. **State Use Qualification Affidavit:** Certifying the 75% labor requirement.
7. **Fair market analysis:** Provide two to three quotes or market data showing this price is competitive and "fair market" as per OAC 260:120-1-4. Use [OMES Form CP045](#).

Part 2: Entity information

Legal name of organization	
FEIN (tax ID)	State supplier ID (if known)
Physical address	
Primary contact name	Title
Email	Phone

Part 3: Program-Specific Affidavits (sample text)

A. Certification of disability labor (75% rule)

"I, as the authorized representative of this organization, hereby certify that at least 75% of the direct labor hours used in the production, manufacturing, or service delivery for any State Use contract will be performed by persons with significant disabilities, as defined by 74 O.S. § 3003."	
Authorized representative name	
Signature	Date

B. Subcontracting disclosure

List any portion of the work intended to be performed by a third party or subcontractor:

Service/part	Percentage of total work

C. Affidavit addendum

"I certify that this organization will provide annual documentation as required by OAC 260:120-1-3 , including employment data, insurance certificates, narrative reports, and affirmation of the 75% direct labor requirement."	
Signature	Date

Part 4: Proposed product/service addition

To receive certification as a State Use supplier, you must both register in eSupplier and receive approval of one or more proposed items for the Procurement Schedule.

Item/service name
UNSPSC (code used for the state's classification)
Price proposal (per unit)

Part 5: Annual certification renewal

Each qualified nonprofit agency must submit the following by **Jan. 31 each year**:

- Updated **Certificate of Insurance** for worker's compensation and liability.
- Evidence of continued nonprofit (IRS 501(c)(3)) and U.S. Department of Labor Section 14(c) certification.
- Annual employment data including:
 - Number of individuals with significant disabilities employed.
 - Wages and benefits paid during the previous year.
- An affidavit reaffirming compliance with the **75% direct labor requirement**.
- Disclosure of any changes in disability condition affecting certification since last submission.

Part 6: Narrative report requirement

A signed narrative report must be submitted with initial certification and annually thereafter. The report must include:

- Work history and job duties performed by individuals with significant disabilities.
- Vocational assessments outlining progress, skills acquisition, and goals.
- Description of services provided or products manufactured under State Use contracts.
- Any changes to staffing, labor distribution or organizational structure relevant to contract compliance.

Critical next steps

1. **Register online:** Visit the [Oklahoma Supplier Portal](#) and register as a **New Entity**.
2. **Approval from the state purchasing director:** Once your packet is submitted, the state purchasing director will review your organization's application and proposed products/prices. If approved, your organization will be added to the official schedule.
3. Upon qualification by OMES Central Purchasing and approval of the proposed fair market price, your organization agrees to execute a statewide contract and comply with all reporting and fee requirements as outlined in the contract.

Note: A 1% contract management fee is assessed on all State Use sales. Please ensure your internal accounting is prepared to track and report quarterly sales to OMES Central Purchasing.