



State Suppliers

EXPO

OMES Central Purchasing

NAVIGATING THE STATE BIDDING PROCESS

Speakers:

Amanda Means, Supplier Registration Specialist III

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Steps from start to finish

1. Register as a supplier.
2. Receive notice of solicitation.
3. Published question period (when applicable).
4. Amendment issued to answer questions.
5. Submit bid by due date.
6. Evaluation period.
7. Negotiation of terms and conditions.
8. Pending award – additional documents if required.
9. Legal review of contracts and documents.
10. Signing of contracts.
11. Award.
12. Contract management.

Visit: vendors.ok.gov

Central Purchasing | Suppliers & Payees

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Supplier and Payee
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Supplier Portal

Supplier Portal



If you were previously registered as a supplier in the old system, please [visit here to request your user ID](#).

[Oklahoma Supplier Portal Login](#) ➔

The Oklahoma Supplier Portal is the new online portal designed to assist suppliers, bidders and payees with self-registration and self-management of organizational and personal information.

Select the Oklahoma Supplier Portal link above to register or log in.

Supplier portal registration

The screenshot displays the Oklahoma Supplier Portal interface. It features several navigation buttons: 'Oklahoma Supplier Portal' (with a person and door icon), 'Announcements' (with a megaphone icon), 'FAQs | Contact Us' (with a speech bubble icon), 'Public Bidding Events' (with an auctioneer icon), 'Register a New Entity or User' (with a document and pencil icon, circled in brown), and 'Existing Users Sign In' (with a door and arrow icon). The 'Welcome eStore Guest' message is visible under the main portal button, and the '16 Opportunities' count is shown under the 'Public Bidding Events' button.

Oklahoma Supplier Portal
Welcome eStore Guest
Welcome to the State of Oklahoma Supplier Payee Registration System.

Announcements
0 Announcements

FAQs | Contact Us
Get helpful information here.

Register a New Entity or User
View Registration Options.

Existing Users Sign In

Public Bidding Events
16 Opportunities

1. Supplier registration

- Submit:
 - Tax Identification Number (TIN/EIN).
 - Current, signed, dated W-9.
 - Diversification certificates.
 - Addresses.
 - Contacts.
 - Category codes (UNSPSC).

2. Solicitation notification

Event Invitation

Dear Invited Bidder,

You have been invited to respond to a solicitation from the State of Oklahoma. Please review this information and use the URL below to bid on this solicitation.

Event Overview

Event Name: Case Management (COTS) Web-Based Solution

Description:

The Contract is awarded on behalf of the Office of the Oklahoma Attorney General (OAG) for the procurement and implementation of a proven Commercial off the Shelf (COTS) Web-based solution for case management.

The modernization project will move OAG to a more practical platform which will reduce ongoing costs and provide a lower-risk core architecture to support future OAG needs. A modernized system will utilize modern technologies that support a service-oriented architecture with built-in redundancy. OAG is interested in replacing the legacy client/server-based CMS infrastructure with a centralized web-based system to maximize efficiency. The proposed solution will be an IT system that maximizes the web and provides a customer-friendly and easy-to-use environment for Attorney Generals (AGs) and/or Agents/Investigators to utilize in prosecuting and managing criminal cases. Additionally, OAG seeks a system that can integrate with law enforcement partners' systems which are currently working on service-based access solutions to share information.

Event Details

Event Id: 04900-EV00000426 Round 1 Version 1

Event Starts: 03/22/2024 1:00PM CST

Event Ends: 05/01/2024 1:00PM CDT

Header Attachments: None

Line Attachments: None

Event URL

[Review and bid on this event.](#)

Supplier portal login

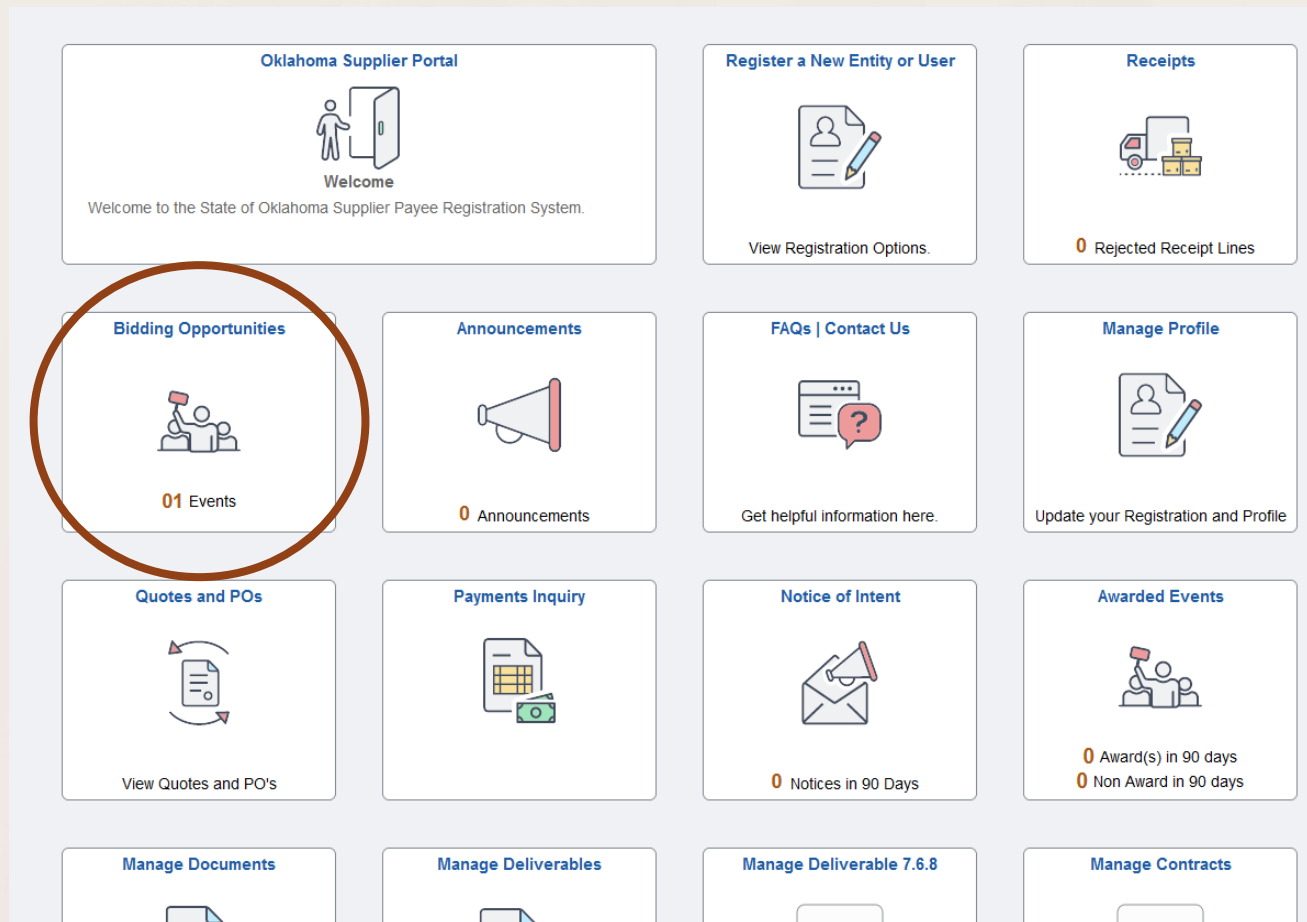
The dashboard features several navigation options:

- Oklahoma Supplier Portal**: Welcome eStore Guest. Welcome to the State of Oklahoma Supplier Payee Registration System.
- Announcements**: 0 Announcements.
- FAQs | Contact Us**: Get helpful information here.
- Register a New Entity or User**: View Registration Options.
- Existing Users Sign In**: This button is circled in brown.
- Public Bidding Events**: 17 Opportunities.

The 'Sign In' form includes the following elements:

- User ID**: Input field containing 'User ID'.
- Password**: Input field containing 'Password'.
- Enable Screen Reader Mode**
- Sign In**: Blue button.
- [Forgot Password?](#)

Supplier portal: Bidding Opportunities



Greetings!
Effective May 20, 2024 PeopleSoft is running on Image 48. Please clear browser cache and restart the browser at first login.

< Supplier Secure Home Page

Bidding Opportunities



*View By Bid Status

7 rows



All 1

New 1

Accepted 0

Winning 0

Outbid 0

Declined 0

Withdrew 0

Time Zone Central Time (US)

Date Format MMDDYY

Apply

Bidding Event Information

Invited Events Public Events

1 row



Event Name	Buying Organization / Event ID	Format / Type	Start Date / End Date	Ends In	Bid Status	Event Details
OKDHS - Crisis Home Development & Support Services	Department of Human Services EV00000463	Sell RFx	05/10/2024 05:00 PM CDT 07/12/2024 01:00 PM CDT	3 days	New	>

Bid on Event

Accept Invitation

▼ Bidding Event Information

Event Name OKDHS - Crisis Home Development & Support Services
Business Unit Department of Human Services
Event ID EV00000463
Event Status Posted
Buyer Name Asha Parks (090)
Sealed Event Yes
Payment Terms
Contact Information Asha Parks (090)

Event Start Date 05/10/2024 05:00 PM CDT
Q & A End Date 06/10/2024 01:00 PM CST
Event End Date 07/12/2024 01:00 PM CDT
Event Round 1
Event Version 1
Event Format Sell
Event Type RFX
Billing Location DHS - PURCHASING
Event Currency US Dollar
Multiple Bids Allowed
Edits to Submitted Bids Yes

Description The Contract is awarded on behalf of the Oklahoma Department of Human Services (OKDHS) Developmental Disabilities Services (DDS) for a program designed for crisis intervention to provide out-of-home

View Bid Package View Event Q&A Forum

▼ Lines

1 row

Line Number	Bid Mandatory	Item Description	Line Group	Requested Quantity/UOM	Comments and Attachments
1	Yes	DDS RFP Crisis Homes		1.0000 YEAR	

*View By Bid Status

7 rows

All	1
New	0
Accepted	1
Winning	0
Outbid	0
Declined	0
Withdrew	0

Supplier Secure Home Page Bidding Opportunities

*View By Bid Status

7 rows

Time Zone Central Time (US) Date Format MMDDYY Apply

Bidding Event Information

Invited Events Public Events

1 row

Event Name	Buying Organization / Event ID	Format / Type	Start Date / End Date	Ends In	Bid Status	Event Details
OKDHS - Crisis Home Development & Support Services	Department of Human Services EV00000463	Sell RFx	05/10/2024 05:00 PM CDT 07/12/2024 01:00 PM CDT	3 days	Accepted	>

3. Question and answer period and deadline

✔ Invitation Accepted



▼ Bidding Event Information

Event Name	OKDHS - Crisis Home Development & Support Services	Event Start Date	05/10/2024 05:00 PM CDT
Business Unit	Department of Human Services	Q& A End Date	06/10/2024 01:00 PM CST
Event ID	EV00000463	Event End Date	07/12/2024 01:00 PM CDT
Event Status	Posted	Event Round	1
Buyer Name	Asha Parks (090)	Event Version	1
Sealed Event	Yes	Event Format	Sell
Payment Terms		Event Type	RFx
Contact Information	Asha Parks (090)	Billing Location	DHS - PURCHASING
Description	The Contract is awarded on behalf of the Oklahoma Department of Human Services (OKDHS) Developmental Disabilities Services (DDS) for a program designed for crisis intervention to provide out-of-home	Event Currency	US Dollar
		Multiple Bids	Allowed
		Edits to Submitted Bids	Yes


[View Bid Package](#) [View Event Q&A Forum](#)

▼ Bid Information

3. Question and answer period and deadline

Description	The Contract is awarded to Department of Human Services Developmental Disabilities designed for crisis interven
 View Bid Package	 View Event Q&A Forum
Information	

4. Question and answer amendment



Amendment of Solicitation

Date of Issuance: 8/19/2024 **Solicitation No.** EV00000504
Requisition No. 2960000138 **Amendment No.** 2

Hour and date specified for receipt of offers is changed: No Yes, to: _____ CST

Pursuant to OAC 260-115-7-30(d), this document shall serve as official notice of amendment to the solicitation identified above. Such notice is being provided to all suppliers to which the original solicitation was sent. Suppliers submitting bids or quotations shall acknowledge receipt of this solicitation amendment prior to the hour and date specified in the solicitation as follows:

- (1) Sign and return a copy of this amendment with the solicitation response being submitted; or,
- (2) If the supplier has already submitted a response, this acknowledgement must be signed and returned prior to the solicitation deadline. All amendment acknowledgements submitted separately shall have the solicitation number and bid opening date printed clearly in the subject line of the email.

RETURN TO: [Supplier Portal \(oklahoma.gov\)](https://oklahoma.gov)

Barry Timberlake
Contracting Officer
405 521-6721
Phone Number
barry.timberlake@omes.ok.gov
E-Mail Address

Description of Amendment:

a. This is to incorporate the following:

On behalf of the State of Oklahoma, the Office of Management and Enterprise Services (OMES) gives notice of the following questions concerning this solicitation, received during the Q&A period, which closed on 7/29/2024. All questions and procurement/agency responses are detailed below:

Q 01. What is the current system/incumbent vendor?

A 01. The current system in use is the Guardian system, provided by Cylix. This legacy system is crucial for managing political campaign contributions, expenditures, lobbying activities, and financial disclosures for the Oklahoma Ethics Commission. However, it is nearing its end of life and must be replaced to continue supporting Oklahoma's transparency and accountability initiatives effectively.

Q 02. Can you disclose the budget for this project?

A 02. The overall budget for the project is currently set at \$1.2 million. This budget is intended to cover a portion of the costs

Q 04. Is Oklahoma open to a custom developed system?

A 04. Yes, Oklahoma is open to both custom-developed systems and off-the-shelf solutions. The RFP process allows for proposals that include either approach, and the state will evaluate these options based on how well they meet the defined requirements. The decision will be guided by factors such as cost, functionality, and alignment with the state's strategic goals.

Q 05. Is the new system intended only for state-wide and legislature elections, or will it also be used by filers in local (city, county, etc.) elections?

A 05. The new system is intended to support all elections that fall under Oklahoma State laws and ethics reporting regulations. This includes state-wide and legislative elections as well as local and county elections. The system's scope has been expanded due to the Political Subdivision Enforcement Act, which was created in 2014 and funded in 2024. With the state's enhanced enforcement and investigation powers, the system will serve as a repository for all campaign finance documentation, ensuring comprehensive coverage across all levels of government. This design will enable the system to handle the complexities of reporting, enforcement, and investigation for both state-wide and local elections, making it a crucial tool for maintaining transparency and accountability in Oklahoma's political processes.

Q 06. In OMESITSecurityCertification.xlsx: Does each of the Maturity Rating columns correspond to one of the Maturity Level numerical values listed in the instructions? For example, does Maturity Rating "Nonexistent" equal 0, and "Defined" = 3?

A 06. That is a correct interpretation of the numerical values provided in the Maturity rating section.

Q 07. What are examples of current "incoming data streams"? (Exhibit 1 Specifications)

A 07. Currently, data streams are primarily composed of manual entries and pre-configured template uploads. The State of Oklahoma is seeking to modernize this process significantly, aiming to streamline and automate data collection as much as possible. The goal is to achieve statewide oversight with minimal manual entry required by internal staff, ensuring an intuitive and engaging user experience where nothing is more than a few clicks away.

To support this, the new system should be designed to seamlessly integrate with various platforms commonly used across different levels of government and by political organizations. For example, data may come from systems like NationBuilder, NGP VAN, and Aristotle, which are widely used by campaigns and PACs for managing donations, compliance, and voter engagement. Additionally, smaller campaigns and grassroots organizations might utilize platforms like ActBlue or Crowdfunder, which should also be compatible with the new system.

By incorporating these integrations, the system will allow for efficient, real-time data ingestion from a variety of sources, thereby enhancing the accuracy and ease of compliance reporting for all involved parties. This approach not only supports a user-friendly interface but also ensures that the data collection process is as automated and streamlined as possible, meeting the needs of both state oversight and local operations.

Furthermore, the Ethics Commission has provided attached forms/documents/templates that illustrate the type of data currently collected within the Guardian system. These documents likely represent the data sources from various PAC and campaign systems, providing a clearer understanding of the specific data elements and structures that need to be integrated into the new system. These resources will be critical in shaping the design and functionality of the new system, ensuring it aligns with the current data collection practices while enhancing efficiency and usability.

Q 08. Are there any requirements for the data analytics that is desired?

A 08. The current system does not have any data analytics capabilities. The new system will have the capability to collect and analyze data. The data will be used to provide insights into campaign finance and reporting, and to identify areas for improvement in the system.

5. Bid submission

[← Bidding Opportunities](#) Event Details [Home](#) [⋮](#)

✔ Invitation Accepted [Bid on Event](#) [Decline Invitation](#)

▼ Bidding Event Information

Event Name	OKDHS - Crisis Home Development & Support Services	Event Start Date	05/10/2024 05:00 PM CDT
Business Unit	Department of Human Services	Q& A End Date	06/10/2024 01:00 PM CST
Event ID	EV00000463	Event End Date	07/12/2024 01:00 PM CDT
Event Status	Posted	Event Round	1
Buyer Name	Asha Parks (090)	Event Version	1
Sealed Event	Yes	Event Format	Sell
Payment Terms		Event Type	RFx
Contact Information	Asha Parks (090) @	Billing Location	DHS - PURCHASING
Description	The Contract is awarded on behalf of the Oklahoma Department of Human Services (OKDHS) Developmental Disabilities Services (DDS) for a program designed for crisis intervention to provide out-of-home		

[View Bid Package](#) [View Event Q&A Forum](#)

▼ Lines 1 row [↕](#)

Line Number	Bid Mandatory	Item Description	Line Group	Requested Quantity/UOM	Comments and Attachments
1	Yes	DDS RFP Crisis Homes		1.0000 YEAR	📎

5. Bid submission

Event Details

Hide Event Questions

Event Questions

★ Bid Required 🌟 Ideal Response Required

General Questions 1 of 6

★ Do you have an Oklahoma Sales Tax Permit?

Response [Add Comments or Attachments](#)

★ Please provide your sales tax permit number or statutory exemption

Response [Add Comments or Attachments](#)

★ Are you registered with the Oklahoma Secretary of State?

Response [Add Comments or Attachments](#)

★ What is your Oklahoma Secretary of State Filing Number?

.

Note: if not registered, the successful bidder will be required to register with the Secretary of State or must attach a signed statement that provides specific details supporting the exemption the supplier is claiming.

Event Details

★ What is your Oklahoma Secretary of State Filing Number?

.

Note: if not registered, the successful bidder will be required to register with the Secretary of State or must attach a signed statement that provides specific details supporting the exemption the supplier is claiming, prior to the contract award.

Response [Add Comments or Attachments](#)

★ Do you carry Workers Compensation Insurance Coverage?

Bidder is required to provide with the bid a certificate of insurance showing proof of compliance with the Oklahoma Workers Compensation Act.

YES - Include a certificate of insurance with bid

NO - attach a signed statement that provides specific details supporting the exemption you are claiming from the Workers Compensation Act.

Response [Add Comments or Attachments](#)

★ Have you read and agreed to the attached Non-Collusion Certification statement (DCS-FORM-CP-004)?

Response [Add Comments or Attachments](#)

5. Bid submission

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event 1


Lines That Require a Response 1

Lines Responded To 0



Your Total Line Pricing 0.0000 USD

[Hide Line Detail](#)

★ Bid Required

 Line Comments/Files

Lines

Line		Item ID	Description	Unit	Your Unit Bid Price	Your Total Bid Price		
1	★		DDS RFP Crisis Homes	YR			Bid	

5. Bid submission

Lines

Line	Item ID	Description	Unit	Your Unit Bid Price	Your Total Bid Price		
1	★	DDS RFP Crisis Homes	YR	<input type="text"/>		Bid	

Click to attach Event Documents and Bid Response

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

Submit Bid

Save for Later

Validate Entries

5. Bid submission

Event Documents and Bid Response

Business Unit 83000 Event ID EV00000463 Event Round: 1 Event Version: 1

Attachments


[View Event Attachments](#) ?

1-13 of 13

Attached File	Attachment Description	View
00-EV00000463_Bidder_Instructions_Crisis_Homes.pdf	00-EV00000463 Bidder Instructions_Crisis Homes.pdf	View
01-EV00000463_Attachment_A_Purpose.pdf	01-EV00000463 Attachment_A- Purpose.pdf	View
02-EV00000463_Attachment_B-State_General_Terms___Conditions.pdf	02-EV00000463 Attachment B-State General Terms & Conditions.pdf	View
03-EV00000463-Attachment_C-Reserved.pdf	03-EV00000463-Attachment C-Reserved.pdf	View
04-EV00000463-Attachment_D_-_Reserved.pdf	04-EV00000463-Attachment D - Reserved.pdf	View
05-EV00000463-OMES_FormCP076-Responding_Bidder.pdf	05-EV00000463-OMES FormCP076-Responding Bidder.pdf	View
06-EV00000463-OMES_FormCP004-Non-Collusion_Certificate.pdf	06-EV00000463-OMES FormCP004-Non-Collusion Certificate.pdf	View
07-EV00000463-Exhibit_1-_Scope_of_Work.pdf	07-EV00000463-Exhibit_1- Scope of Work.pdf	View
08-EV00000463-Exhibit_2-_Program_Design.pdf	08-EV00000463-Exhibit_2- Program Design.pdf	View
09-EV00000463-Exhibit_3-Post_Transition.pdf	09-EV00000463-Exhibit_3-Post Transition.pdf	View
10-EV00000463-Exhibit_4-Supplier_Qualifications.pdf	10-EV00000463-Exhibit_4-Supplier Qualifications.pdf	View
11-EV00000463-Exhibit_5-Quality.pdf	11-EV00000463-Exhibit_5-Quality.pdf	View
12-EV00000463-Exhibit_6-Cost_Proposal.xlsx	12-EV00000463-Exhibit_6-Cost_Proposal.xlsx	View

5. Bid submission

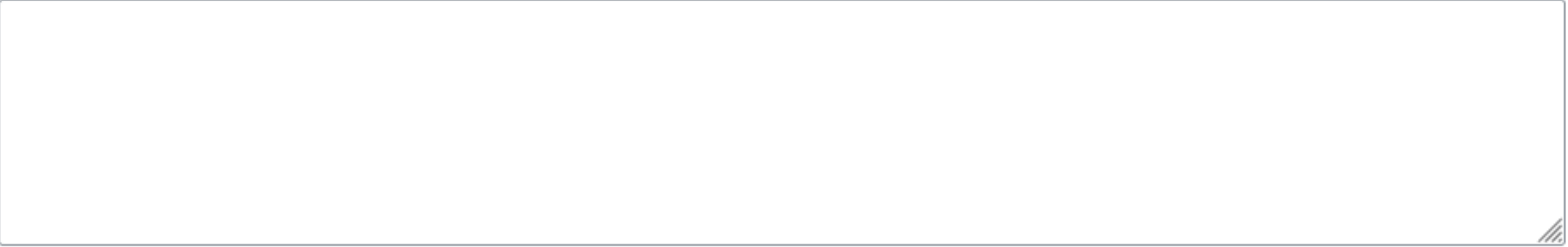
Upload Bid Response ?

 1-1 of 1

Attached File	Attachment Description	Upload	View		
		Upload	View	Upload Bid Response	Delete

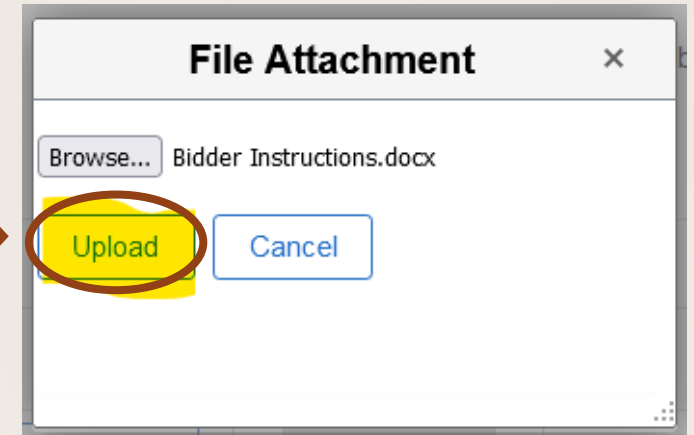
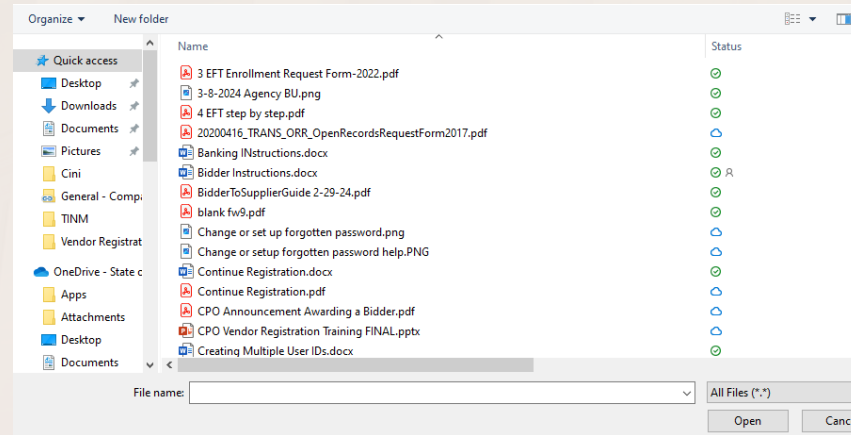
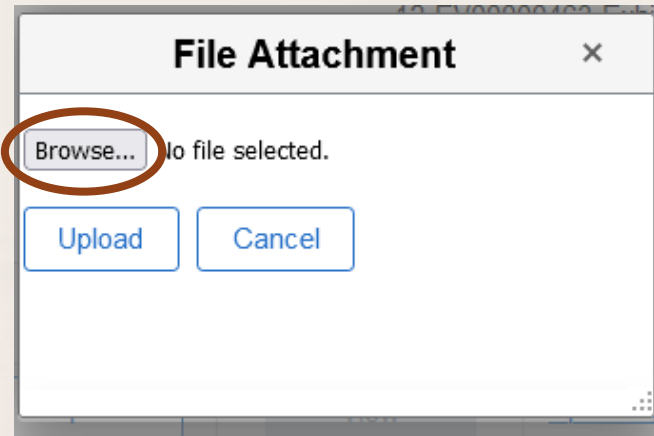
Comments

Add New Comments ?




OK **Cancel**

5. Bid submission



5. Bid submission

Upload Bid Response ?

 1-1 of 1

Attached File	Attachment Description	Upload	View		
Bidder_Instructions.docx	<input type="text" value="BIDDER INSTRUCTIONS"/>	<input type="button" value="Upload"/>	<input type="button" value="View"/>	<input type="button" value="Upload Bid Response"/>	<input type="button" value="Delete"/>

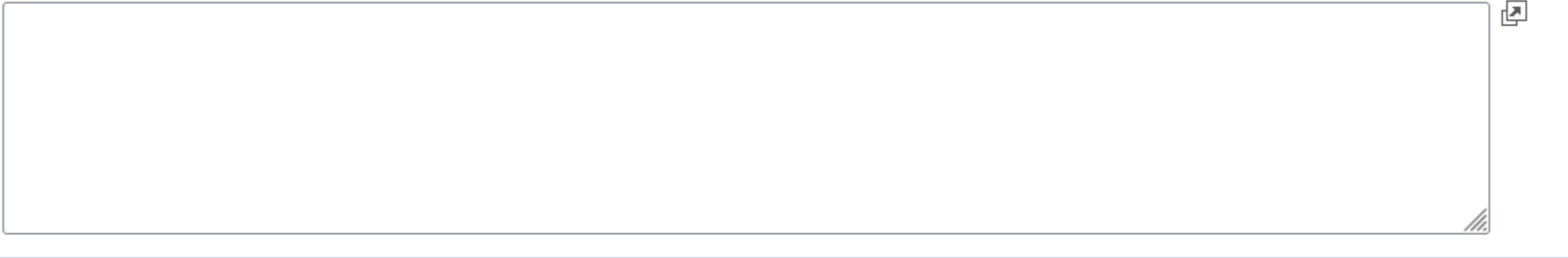
Comments

Add New Comments ?

5. Bid submission

Comments

Add New Comments 



OK

Cancel

5. Bid submission

★ Bid Required

Line Comments/Files

Lines

Line		Item ID	Description	Unit	Your Unit Bid Price	Your Total Bid Price		
1	★		DDS RFP Crisis Homes	YR	<input type="text" value="1.00"/>		Bid	

[Click to attach Event Documents and Bid Response](#)

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

Submit Bid

Save for Later

Validate Entries

5. Bid submission

Greetings!

Effective May 20, 2024 PeopleSoft is running on Image 48. Please clear browser cache and restart the browser at first login.

[← Event Details](#)

Bid Confirmation

Bid Confirmation

Your bid has been successfully submitted.

Bid ID 1

Bid Date 07/09/2024 1:48:53PM CDT

Event ID EV00000463

OKDHS - Crisis Home Development & Support Services

Event Format Sell Event

Round 1

Version 1

Start Date 05/10/2024 3:00PM PDT

End Date 07/12/2024 01:00 PM CDT

Your Total Price 1.00 USD

[Copy Bid](#)

5. Bid submission

SOKLFTST-NoReply@omes.ok.gov 😊 Reply Reply all Forward 📎 🗨️ ⋮ Tue 7/9/2024 1:49 PM

Your_Bid.pdf
20 KB

Bid Notification

This is confirmation your bid has been received. See below for details.

Bid Details
Event ID: 83000 - EV00000463 Round 1 Version 1
Event Name: OKDHS - Crisis Home Development & Support Services
Bid ID: 1
Date Posted: 07/09/24 1:48:53PM CDT
Event URL
Review and bid on this event.

Reply Reply all Forward

6. Evaluation

- Group of experts will evaluate bids based on the criteria specified in solicitation packet.
- Evaluation time depends on both the price of the bid, number of lines being evaluated and time available for evaluation team.
- Evaluation team returns evaluations and scoring to buyer but does not award the bid.
- Oklahoma generally evaluates based on best value, not lowest price.

7. Negotiation of terms and conditions

- You will receive an invitation from Ironclad, our contract management software.
- Our legal team will work with you to “iron out” agreeable terms.
- Non-negotiable terms are listed within the solicitation.
- Common negotiable terms are insurance requirements, indemnification.
- The less there is to negotiate, the faster the contract can be awarded.

8. Pending award

- While negotiations are pending, additional documentation may be requested, including:
 - Current Secretary of State registration.
 - Current valid insurance certificate.
 - Any bonds that may be required.
 - Security background checks and certificates (may be required for IT or communications contracts).
 - EFT Registration, if not already completed.

9. Final legal review

- OMES Central Purchasing has received all required documents.
- Negotiations are complete.
- Contracts are assembled and disseminated for review and signatures.
- Signatory authorities must be identified.

10. Signing of contracts

- State Purchasing Director signs contracts for non-IT goods and services.
- State Chief Information Officer (CIO) signs all IT contracts.
- Supplier's designee signs – CEO, CFO, legal representative, owner, etc.

11. Award

- Published on statewide contract search portal, located on OMES website.
- CPO Announcement is issued to all Oklahoma state agencies.
- Contract is entered into PeopleSoft, the state's procurement system, so agencies can issue purchase orders.

12. Contract management

- Supplier must fulfill the terms of the contract.
- May include performance meetings with stakeholders.
- End users or recipients of goods and services provided perform evaluation.

Supplier resources: oklahoma.gov

Supplier Portal

Supplier and Payee
Training

FAQ

Resources

Agency Registration
Resources

Supplier and Payee Training

Register as a supplier or bidder to receive solicitation opportunity notifications to sell products or services to the State of Oklahoma. Registration as a supplier includes registration for EFT/direct deposit. You must be fully registered as a supplier before a contract award is received. The job aids below provide guidance to help you while registering as a supplier or bidder.

File Name	File Type
New Supplier Guide	PDF ↓
Existing Supplier Guide	PDF ↓
Managing payment and banking information	PDF ↓
Buy/Sell Categories in the registration process	PDF ↓
How to Review and Bid as a Bidder	PDF ↓
Information needed during registration	PDF ↓
Convert from Bidder to Supplier	PDF ↓
Supplier Bid Submission Guide	PDF ↓



State Suppliers

EXPO

OMES Central Purchasing

**SW1025 and SW1050 Suppliers:
Using Workday VNDLY**

What is VNDLY?

- VNDLY is a web-based contingent worker/supplier management system.
 - Connects hiring managers, contractors and vendors within the same system.
 - Selected vendors may receive requests through VNDLY and match potential candidates to the request and submit the candidate for consideration.
 - If a candidate is selected for engagement, they will also be invited to access VNDLY to submit timesheets for payroll.
 - Approved time/expense entries will automatically generate invoices for payment by OMES or state agency.

VNDLY: Vendor dashboard

The dashboard features five main metric cards at the top, each with a blue icon and a large number. Below these are four action buttons with blue icons and text. At the bottom, there is a 'Tasks' section and a 'Notifications' section.

Metric	Value	Sub-Metric 1	Sub-Metric 2
Jobs	0	On Hold	Pre Identified
Work Orders	1	New	Ending
Pending Modifications	0	Awaiting Client	Awaiting Vendor
Contractors	1	New	Ending
SOW	0	Awaiting Vendor Review	Pending Approval

Action	Count
Add Candidates	-
Apply Candidates	-
Confirm Interview	0
Complete Checklist	0

Section	Content
Tasks	View All Tasks
Notifications	10, Unread Only (toggle), Search icon

VNDLY: Features

- Communication tool for hiring managers and suppliers.
- Supplier qualifications registry.
- Candidate/resume submittal.
- Review and selection process.
- Background checks.
- Time and expense tracking and approval.
- Billing and payment information.

VNDLY: Contracting off SW1025 (IT staffing)

- Once a candidate has been selected and the pay rate/hours are negotiated in the system:
 - The hiring manager will submit the agreement to OMES IS Legal for execution by the vendor and State CIO.
 - The agreement is submitted for the issuance of a Purchase Order.
 - The finalized contract and Purchase Order information will be loaded into VNDLY to start the contractor's onboarding process.

VNDLY: Contracting off SW1025 (IT staffing)

- Suppliers are responsible for adding their supplier capabilities to VNDLY.
- VNDLY is not a job board. No positions or jobs are posted.
- Candidates are chosen for possible positions based on the category in which they are awarded along with their listed capabilities in VNDLY.

VNDLY: Timesheet view

TE Accounting Code					Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Work Type	PO Number	PO Line Number	Project Code	Resource Category	Jun 23	Jun 24	Jun 25	Jun 26	Jun 27	Jun 28	Jun 29	TOTAL
W000001 - Application Development and Maintenance, Support and Transition Planning												
Regular	0909022248	1	090D000090 - 090-OMES	40540 - Agency Support	0.00	8.00	8.00	8.00	8.00	8.00	-	40.00
				TOTAL	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00
					Total Hours: 40.00	Total Worked: 40.00	Total Non Worked: 0.00					

VNDLY: Getting started

- Contractor access – Vendors are responsible for training contractors on how to access the system and will provide them with the Contractor Quick Reference Guide.
- Submitting candidates – Hiring managers will submit their requests for candidates through the system and vendors will submit the best-suited candidates once the vendor has verified the candidate's information and documentation.
- Interviews – The system will manage the interview process between the hiring manager, vendor and contractor.

VNDLY: Contracting off SW1050 (IT services)

- Statements of Work (SOWs) are developed/signed and a purchase order is submitted prior to being entered into VNDLY to start the resource management.
- The SOW documents must provide a specific payment scenario so the hiring manager can ensure VNDLY delivers payments as expected.

VNDLY: Contracting off SW1050 (IT services)

- Types of payment scenarios:
 - Fixed payment – made at prescribed intervals to be invoiced and paid.
 - Unit payment – hourly rates that are applied to the roles on a project.
 - Milestone payment – invoicing and payments made according to a prescribed milestone achievement being met.
 - Time and materials – payment is determined by amount of time spent and cost of materials.

VNDLY supplier resources: oklahoma.gov

Suppliers & Payees

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[Supplier Portal](#)

[Supplier and Payee Training](#)

[FAQ](#)

Resources

[Agency Registration Resources](#)

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Resources

VNDLY User Guides

Contractors

- [Introduction to Workday VNDLY - PDF](#)
- [Enter and Adjust Time - PDF](#)
- [First Time Sign-In and Basic Navigation - PDF](#)

Vendors

- [Accepting and Declining Offers - PDF](#)
- [Complete Checklist Items - PDF](#)
- [Introduction to Workday VNDLY - PDF](#)
- [Reviewing and Accepting a SOW - PDF](#)
- [Submitting Candidates PDF](#)
- [Accepting/Rejecting Work Order Revisions - PDF](#)

Conclusion: Navigating the bidding process

- Register as a supplier.
- Watch for solicitation notifications, check bidding opportunities.
- Check Q&A deadline for questions.
- Submit bid on time.
- Evaluation requires patience.
- Prepare the right people for negotiations.
- Have legal team ready for contract review.
- Perform and supply per contract terms.

Questions?

Thank you for attending!

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SW1025/SW1050 and VNDLY
assistance.