

<b>Number:</b>	02.5.1	<b>Page:</b>	1 of 2
<b>Latest Version:</b>	1.0	<b>Revision Date:</b>	08/17/2015
<b>Effective Date:</b>	10/12/2015	<b>Replaces:</b>	NEW
<b>Revised By:</b>	Joshua Graves	<b>Review Cycle/Date:</b>	Annual
<b>Reviewed By:</b>	Lisa McKim	<b>Reviewing Unit:</b>	Procurement
<b>Title:</b>	Adding Statewide Contracts to the State Website SOP		
<b>Description:</b>	This document is the operating standard for adding statewide contracts to the State website.		

## Adding Statewide Contracts to the State Website

### Standard Operating Procedure

1. General Statement of Purpose
  - 1.1. The purpose of this document is to outline the process of how statewide IT contracts get added to the State website.
2. Scope
  - 2.1. This document applies to all statewide IT contracts.
3. Discipline
  - 3.1. Administrative Standards
4. Terms and Definitions
  - 4.1. Statewide contract – A contract for specific acquisitions for a specified period with a provision allowing the agencies and local governmental entities to place orders as the acquisitions are needed for delivery during the period specified.
5. Instructions
  - 5.1. Once a statewide IT contract has been approved and signed by either the CIO or COAO, the Procurement team will enter it into PeopleSoft.
  - 5.2. There are currently 3 locations where the statewide IT contract needs to be posted online:
    - 5.2.1. After the statewide IT contract has been entered into PeopleSoft, the Procurement team will post the contract on the Central Purchasing website ([www.ok.gov/DCS/Central\\_Purchasing/](http://www.ok.gov/DCS/Central_Purchasing/)) under **Statewide Contracts**.
    - 5.2.2. The Procurement team must create a CRM Case to have the Communications-Web provider group post the contract to the CIO Procurement website’s listing of Statewide Contracts ([www.ok.gov/cio/Procurement/Statewide/](http://www.ok.gov/cio/Procurement/Statewide/)).
    - 5.2.3. The Procurement team must create another CRM Case to have the OpenRange team post the contract to the list of Statewide Contracts on the OpenRange website (<http://openrange-ok.force.com/ContractsList>).
6. Roles and Responsibilities
  - 6.1. Procurement
    - 6.1.1. Enters all statewide IT contracts into PeopleSoft.
    - 6.1.2. Posts all statewide IT contracts on the Central Purchasing website under Statewide Contracts.

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- 6.1.3. Creates a CRM Case to have the Communications-Web provider group post the statewide IT contract on the CIO Procurement website's listing of Statewide Contracts.
- 6.1.4. Creates a CRM Case to have the OpenRange team post the contract to the list of Statewide Contracts on the OpenRange website.
- 6.2. OMES Public Relations (Communications-Web provider group)
  - 6.2.1. Posts the statewide IT contract on the CIO Procurement website's listing of Statewide Contracts.
- 6.3. OpenRange team
  - 6.3.1. Posts the statewide IT contract to the list of Statewide Contracts on the OpenRange website.