1. Go to the Office of Management and Enterprise Services (OMES) website: http://omes.ok.gov
   Central Purchasing > State Use > State Use Procurement Schedule

2. Determine if the service or product has a fair market value established.

   2.1. A fair market value has been established if:

      2.1.1. There is a price listed for the product or service; and
      2.1.2. There is an established mandatory contract with a State Use vendor for a particular service or product;

   2.2. If a fair market value has not been established proceed to Procedure AQ-002. If an item cannot be acquired according to procedures AQ002 and AQ003, include the applicable State Use vendors in the solicitation process. (i.e. bid, quote, etc.).

3. Determine if the supplier can provide the goods or services within the requested time frame by contacting the supplier. NOTE: Established mandatory contracts have an assigned amount of days the supplier is allowed for delivery.

   3.1. If the supplier can provide the goods or services within the requested time frame or contracted amount of days, procure the goods or services according to the requirements under the contract.

   3.2. If the supplier cannot provide the product or service within the requested time frame or contracted amount of days, the agency contracting officer shall document in the procurement file, facts to include the person(s) you spoke to, time, date, and any relevant information to the purchase.

      3.2.1. An exception request is required to be submitted to the State Use Contracting Officer for any purchase of products or services from sources other than State Use, when the same product or service has been established as being on a mandatory State Use contract.

   3.3. Proceed to Procedure AQ-002. If an item cannot be acquired according to procedures AQ-002 and AQ-003, please invite any applicable State Use supplier to a solicitation.