
POLICY TRANSMITTAL NO. 08-04
SUPPORT SERVICES DIVISION

DATE: MAY 5, 2008
DEPARTMENT OF HUMAN SERVICES
OFFICE OF LEGISLATIVE RELATIONS AND
POLICY

TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OAC 340:2-13, Table of Contents; and 2-13-15 through 2-13-22.

EXPLANATION: **Policy revisions were approved by the Commission and the Governor as required by the Administrative Procedures Act.**

OAC 340:2-13-15 through 340:2-13-22 are revoked as property management rules were obsolete and largely consisted of internal Oklahoma Department of Human Services (OKDHS) procedures.

Original signed on 2-20-08

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WF # 07-32 (NAP)

INSTRUCTIONS FOR FILING MANUAL MATERIAL

OAC is the acronym for Oklahoma Administrative Code. If OAC appears before a number on an Appendix or before a Section in text, it means the Appendix or text contains rules or administrative law. Lengthy internal policies and procedures have the same Chapter number as the OAC Chapter to which they pertain following an "OKDHS" number, such as personnel policy at OKDHS:2-1 and personnel rules at OAC 340:2-1. The "340" is the Title number that designates OKDHS as the rulemaking agency; the "2" specifies the Chapter number; and the "1" specifies the Subchapter number.

The chronological order for filing manual material is: (1) OAC 340 by designated Chapter and Subchapter number; (2) if applicable, OKDHS numbered text for the designated Chapter and Subchapter; and (3) all OAC Appendices with the designated Chapter number. For example, the order for filing personnel policy is OAC 340:2-1, OKDHS:2-1, and OAC 340:2 Appendices behind all Chapter 2 manual material. Any questions or assistance with filing manual material will be addressed by contacting Policy Management Unit staff at 405-521-4326.

REMOVE

INSERT

340:2-13, Table of Contents

340:2-13, Table of Contents, pages 1-2,
revised 5-11-08

340:2-13-15

340:2-13-16

340:2-13-17

340:2-13-18

340:2-13-19

340:2-13-20

340:2-13-21

340:2-13-22

SUBCHAPTER 13. CONTRACTS AND PURCHASING UNIT**PART 1. CONTRACTS AND PURCHASING UNIT**

Section

- 340:2-13-1. Purpose **[REVOKED]**
- 340:2-13-2. Legal base **[REVOKED]**
- 340:2-13-3. Procedures **[REVOKED]**
- 340:2-13-4. Contracts for product procurement method **[REVOKED]**
- 340:2-13-5. Services procurement method **[REVOKED]**
- 340:2-13-6. Contract clauses **[REVOKED]**
- 340:2-13-7. Contract requirements **[REVOKED]**
- 340:2-13-8. Procedures to secure a fixed rate **[REVOKED]**
- 340:2-13-9. Local projects **[REVOKED]**
- 340:2-13-10. Purpose
- 340:2-13-11. Definitions
- 340:2-13-12. Legal base
- 340:2-13-13. General contracting procedures as pertains to professional service requirements
- 340:2-13-14. Methods of contracting for professional services
- 340:2-13-14.1. Competitive bid procedures utilized for acquisitions of professional services requirements exceeding \$25,000
- 340:2-13-14.2. Sole source or sole brand contracts
- 340:2-13-14.3. Professional services method
- 340:2-13-14.4. Professional services contracts non-exempt in excess of \$25,000
- 340:2-13-14.5. Contracts or agreements with other governmental entities
- 340:2-13-14.6. Contracts under \$25,000
- 340:2-13-14.7. Fixed rate contracts
- 340:2-13-14.8. Master fixed rate contracts
- 340:2-13-14.9. Local projects
- 340:2-13-14.10. Contract clauses
- 340:2-13-14.11. Contract addenda pertaining to professional services contracts
- 340:2-13-14.12. Requisition tracking **[REVOKED]**
- 340:2-13-14.13. Initiation of services
- 340:2-13-14.14. Contract monitoring
- 340:2-13-14.15. Conflict of interest
- 340:2-13-14.16. State Officials Code of Conduct **[REVOKED]**
- 340:2-13-14.17. Prohibited acts - state employees, agencies and elected officials
- 340:2-13-14.18. Cancellation of contracts

PART 3. LEASING AND SPACE STANDARDS [REVOKED]

- 340:2-13-15. Property Management Unit **[REVOKED]**
- 340:2-13-16. Definitions **[REVOKED]**
- 340:2-13-17. Legal base **[REVOKED]**
- 340:2-13-18. General provisions **[REVOKED]**
- 340:2-13-19. Space allocation standards **[REVOKED]**
- 340:2-13-20. Leasing **[REVOKED]**
- 340:2-13-21. Lease documents **[REVOKED]**
- 340:2-13-22. Lease renewal **[REVOKED]**
- 340:2-13-23. Local projects **[SUPERSEDED]**
- 340:2-13-24. Contract requirement clauses **[SUPERSEDED]**
- 340:2-13-25. Contract addenda **[SUPERSEDED]**
- 340:2-13-26. Requisition tracking **[SUPERSEDED]**
- 340:2-13-27. Initiation of services **[SUPERSEDED]**
- 340:2-13-28. Contract monitoring **[SUPERSEDED]**
- 340:2-13-29. Conflict of interest **[SUPERSEDED]**
- 340:2-13-30. State Officials Code of Conduct **[SUPERSEDED]**

PART 5. PRODUCTS AND NONPROFESSIONAL SERVICES

- 340:2-13-45. Purpose **[REVOKED]**
- 340:2-13-46. Legal base **[REVOKED]**
- 340:2-13-47. Procedures for processing requisitions for other than professional services to the Contracts and Purchasing Unit
- 340:2-13-48. Methods
- 340:2-13-49. Telecommunication requirements **[REVOKED]**
- 340:2-13-50. Telephone calling card
- 340:2-13-51. Telephone system repairs **[REVOKED]**
- 340:2-13-53. Emergency purchases
- 340:2-13-53.1. Purchase of client clothing
- 340:2-13-53.2. Purchase of food by DHS group homes
- 340:2-13-54. Additional coordinations, reviews, and approvals
- 340:2-13-55. Inspection and rejection
- 340:2-13-56. Change orders
- 340:2-13-57. Department of Central Services contract
- 340:2-13-58. Payment against purchase orders or contracts
- 340:2-13-59. Equipment furnished to the Vendor