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

Paula Hearn, Director
Support Services Division

Sharon Neuwald, Coordinator
Office of Legislative Relations and Policy

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.

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<td>340:2-13, Table of Contents</td>
<td>340:2-13, Table of Contents, pages 1-2,</td>
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<tr>
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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]
340:2-13-5. Services procurement method [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
340:2-13-14.11. Contract addenda pertaining to professional services contracts
340:2-13-14.13. Initiation of services
340:2-13-14.15. Conflict of interest
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]
340:2-13-17. Legal base [REVOKED]
340:2-13-18. General provisions [REVOKED]
340:2-13-20. Leasing [REVOKED]
340:2-13-22. Lease renewal [REVOKED]
340:2-13-23. Local projects [SUPERSEDED]
340:2-13-27. Initiation of services [SUPERSEDED]
340:2-13-29. Conflict of interest [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
340:2-13-49. Telecommunication requirements [REVOKED]
340:2-13-50. Telephone calling card
340:2-13-51. Telephone system repairs [REVOKED]
340:2-13-52. 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

REVISED 5-11-08 CONTRACTS AND PURCHASING UNIT