

# Familyhood

## Statewide Training

# PATH TO PARTNERSHIP: SECURING FUNDING AND COLLABORATING FOR FAMILY IMPACT

Paulette Kendrick, Oklahoma Human Services  
Kendy Cox, Familyhood

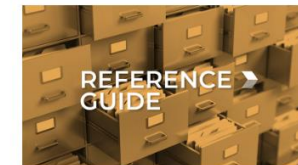


# WHERE TO START

## OMES > Central Purchasing

- Search for funding opportunities
- Register with the state
  - Required to submit an application or bid

Access public procurement solutions with the tools and documents linked here. Central Purchasing performs procurement functions and provides oversight of state agencies' procurement activities as defined by the Oklahoma Central Purchasing Act ([74 O. S. §85.1, et seq.](#)), and ensures fair and equitable processes for procurement functions resulting in timely delivery of quality products and support services.



# SUPPLIER PORTAL

## SupplierPortal.ok.gov

- Register here or manage your existing profile
- Choose vendor code categories **and** subcategories to receive notifications of new funding opportunities



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. Register as a payee if you or your organization are only receiving payments from the state.

Select the Oklahoma Supplier Portal link above to register or log in. If you are currently registered as a supplier, please visit [here to request your user ID](#). Use the access code: SUPPLIER.

 [INFORMATION NEEDED DURING REGISTRATION >](#)

# **STEP BY STEP**

Being Prepared for Solicitations

1 Navigate to <https://www.google.com/>

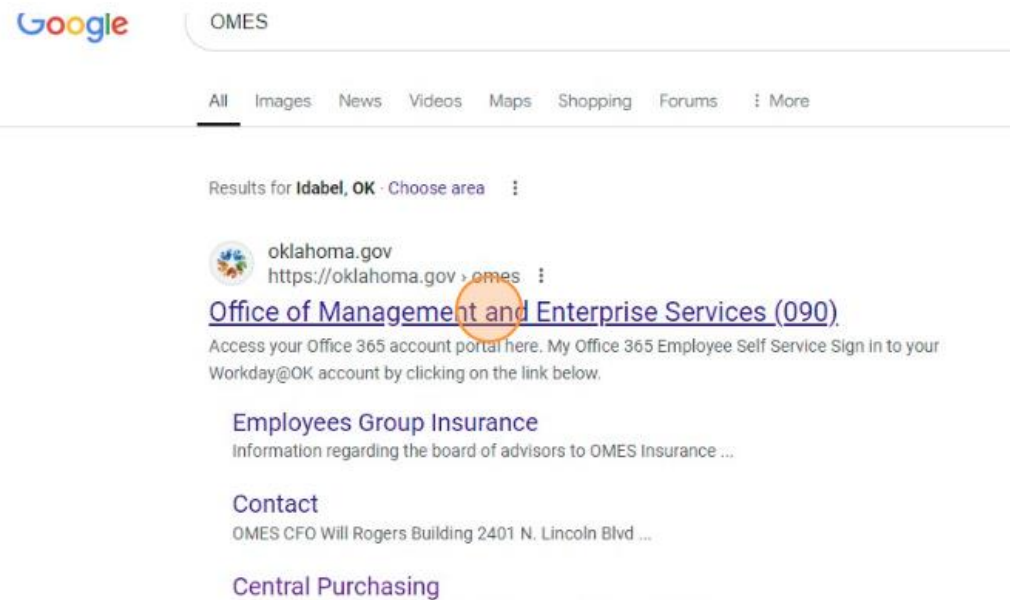
2 Type "OMES"

3 Click this field.



4 Type "OMES

5 Click "Office of Management and Enterprise Services (090)"





6

Click "Central Purchasing"

Office of Management  
Enterprise Services

IS

Media

Divisions

Careers



Administration

Capital Assets  
Management

Central Accounting &  
Reporting

Finance

Grants Management  
Office

Budget, Policy, Gaming  
Compliance

Central Purchasing

Employees Group  
Insurance Division

General Counsel

Human Capital  
Management

AUTOMA  
CENTER  
EXCELLE

7

Click "Oklahoma Supplier Portal"

Starting point for any supplier who would like to do business with the state, or for a payee who needs to register to receive a payment from the state.

[About](#)

[Oklahoma Supplier Portal](#)

[Supplier/Payee Training](#)

[Category Code Search \(UNSPSC\)](#)

[Agency Registration Resources](#)

[More information >](#)

Resources on current and previous solicitations done with the state.

[About](#)

[Oklahoma Supplier Portal](#)

[Solicitations](#)

[Statewide Contracts](#)

[IT Contracts, Supplier List and](#)

[Catalog](#)

[State Contract Structure](#)

[More information >](#)

8 Click "Oklahoma Supplier Portal Login"

---

---

---

ation

---



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



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



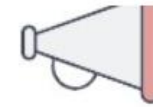
9

Click this image.



**Welcome eStore Guest**

Welcome to the State of Oklahoma Supplier Payee Registration System.



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**



10 Click "Register now"

**Greetings!**

**System outage from Friday, Oct 11, 2024 at 11 pm to Saturday, Oct 12, 2024 at 12 pm - Production Dom0/DomU patching.**

< State of Oklahoma

User Registration

**Supplier or Payee Registration**



Select this option if you will be receiving payment from a state agency or institute of higher education.

[More...](#)

Register now

**Bidder Registration**



Entities with no existing PeopleSoft Supplier ID, may select this simplified registration option to be added.

[More...](#)

Register now

**11** Click this button field.

oer, Employer Identification Number, or ITIN.) Non-US entities without a US Taxpayer ID Number should contact OMES Supplier Registration via email at

Choose Template

Exit

< Previous

Next >

12

Click this button field.

Registration System.

on will serve as the Authorized Account

ount will be sent upon registration app

ion Number (i.e., Social Security Num

ssistance.

UserID login information, th

should contact OMES Suppli

Your current registration form has not been saved. (10240,1160)  
To exit either close the Modal window or continue your registration process

OK

rm

ou represent?

Choose Template

left

13

Click this image.



Get helpful information here.



View Registration Options.

### Public Bidding Events



15 Opportunities



# **APPLICATIONS**

Being Prepared for Solicitations

# EXAMPLE VENDOR CODE CATEGORIES

- Listed toward the bottom of the Solicitation Detail page
- These are from a recent Fatherhood solicitation

## Categories:

- 93140000 Community and social services
- 93141900 Rural development
- 93142100 Regional development
- 93141700 Culture
- 93141600 Population
- 93141800 Employment
- 93141500 Social development and services
- 93142000 Urban development

# SOLICITATION COMPONENTS

## Solicitation Detail Page > Attachments

- Download and carefully read **ALL** files in the attachments list
- Pay attention to the instructions contained in each file
- Typical Components:
  - Solicitation and terms
  - Bidders instructions
  - Exhibits
  - Forms
  - Appendices
  - Amendments

## Example A

Attachments:

Attachment Title	Attachment Type	File Type
<a href="#">ATTACHMENT A</a>	Solicitation	docx
<a href="#">ATTACHMENT B</a>	Solicitation	docx
<a href="#">Appendix I</a>	Solicitation	docx
<a href="#">Bidders Instructions</a>	Solicitation	docx
<a href="#">Exhibit 1 Fatherhood II STATEMENT OF WORK</a>	Solicitation	docx
<a href="#">Exhibit 2 III ORGANIZATIONAL CAPACITY AND EXPERIENCE 11-18 tt . docx</a>	Solicitation	docx
<a href="#">Exhibit 3 IV PEFORMANCE MEASURES 11-21 tt</a>	Solicitation	docx
<a href="#">Exhibit 4 V COMMITMENT TO FATHERHOOD</a>	Solicitation	docx
<a href="#">Exhibit 5 VI BUDGET Template</a>	Solicitation	docx
<a href="#">Exhibit 6 BUDGET INSTRUCTIONS</a>	Solicitation	docx
<a href="#">Financial Capability Certification</a>	Solicitation	docx
<a href="#">OMESFormCP004</a>	Solicitation	docx
<a href="#">OMESFormCP076</a>	Solicitation	docx
<a href="#">OMESFormVendorPayee</a>	Solicitation	pdf
<a href="#">Amendment 1 Q&amp;A</a>	Amendment	docx

## Example B

Attachments:

Attachment Title	Attachment Type	File Type
<a href="#">Attachment A- Solicitation-Final</a>	Solicitation	docx
<a href="#">Attachment B-State General Terms</a>	Solicitation	docx
<a href="#">Bidder Instructions</a>	Solicitation	docx
<a href="#">EXHIBIT 1 Final</a>	Solicitation	docx
<a href="#">EXHIBIT 2-FINANCIAL CAPABILITY AFFIDAVIT</a>	Solicitation	docx
<a href="#">OMESFormCP004</a>	Solicitation	docx
<a href="#">OMESFormCP076</a>	Solicitation	docx

# SOLICITATION AND TERMS



- Purpose and goals for the funding
- Requirements to qualify for funding
- Contract document containing terms that you agree to as part of your application (terms may be in a separate attachment)
- May include important definitions of contract terminology

# BIDDERS INSTRUCTIONS

- Submission instructions and due date(s)
- Important points of contact
- Process and deadline for submitting questions
- How to structure your proposal
  - Page limits
  - File size limits
  - File naming and order
  - Font size, font type, margins, etc.
  - Restrictions and/or requirements for additional attachments





# EXHIBITS

- Usually requires a written response to each numbered exhibit (saved as individual files)
- Where reviewers will find information to score your proposal
- Instructions for required or optional attachments allowed to support your proposal
- Types of Exhibits:
  - Statement of Work/Work Plan
  - Organizational Capacity
  - Performance Measures
  - Data/Reporting
  - Budget

**Tip:** Don't make reviewers search for answers – respond to items/sections in the order listed.

# FORMS AND APPENDICES

- Forms are official documents to fill out and submit with your response
  - May be in the attachments list for download (best case scenario)
  - May be listed elsewhere with a link or an official form name/number
- Appendices typically contain helpful information like definitions, charts/illustrations, or lists/examples to further explain what is expected in your response

# AMENDMENTS

- Purpose: add to, clarify, remove, or correct parts of the solicitation
- Posted after original solicitation is published
- Q&A responses are usually posted as an Amendment



**Tip:** Use the "Notify Me" option to stay up to date on Amendments!



**OKLAHOMA**  
Office of Management  
& Enterprise Services

Home / Solicitation Search / Solicitation Detail

Home

## Solicitation Detail

Open/Pending  
Solicitations Search

Please use the 'Notify Me' button to be automatically made aware of any amendments to this particular

[Notify Me](#)

Awarded  
Solicitations Search

solicitation. If you would like to be electronically notified of future opportunities for this or other type

Cancelled  
Solicitations Search

commodities, you will need to register with Central Purchasing by clicking on 'Vendor Registration' link.



# **READINESS**

Elements of Readiness  
Readiness Checklist



# PREPARE NOW!

- Identify the lead organization
- Put together a team to begin developing initial plans and write-ups
- Define partners and roles as you think they might be
- Check our previous OMES releases to gain insights



# **DISCUSSION**

Final Thoughts



# Familyhood

## Statewide Training