



**State of Oklahoma
Office of Management and
Enterprise Services
ISD Procurement**

Records Request Form

OMES/ISD Procurement • 3115 N. Lincoln Blvd • Oklahoma City, OK 73105

The Office of Management and Enterprise Services (OMES), Information Services Division (ISD), Procurement Department, complies with the Oklahoma Open Records Act. ISD Procurement records are available for public inspection and printing, except for records which are designated as confidential under state or federal law. In accordance with ISD Procurement policy and state statute and rules, records related to an open solicitation are made available to the public after the contract is awarded.

Please complete the requested information below and submit the request to: purchasing@omes.ok.gov

NOTE: ISD Procurement records may be reviewed, by appointment, during normal state business hours and at the location specified by ISD Procurement Department at the time of the request. During this review the requestor may print desired pages at the costs outlined below.

REQUESTOR INFORMATION:

Date of Request: _____

Name: _____ Business: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail: _____

FEE SCHEDULE: Fees are to be paid by “check only” at the time of delivery.

- a. \$ 0.25 per page 8 1/2” x 14” or smaller.
- b. Copies of other media shall be actual cost of reproduction including labor.
- c. ISD Procurement reserves the right to charge an additional setup fee as it determines to cover the overall expenses incurred by ISD Procurement to meet this request.
- d. ISD Procurement will make reasonable efforts to meet this request, but makes no guarantees as to a specific delivery date.

ISD Procurement reserves the right to charge the actual cost of reproduction including labor if the information requested is not readily available or requires an extended amount of time to retrieve. ISD Procurement will provide an estimated charge to copy and produce the records requested. All fees for copies must be paid before the documents are provided.

RECORDS REQUESTED: Solicitation RFP # _____

Description and dates of records desired:

Signature of Requestor

Printed Name

FOR OFFICE USE ONLY:

Date Received:		Request Processed By:	
Number of Copies:	Amount Due:		Date of Review:
Person Monitoring Review:			
Other:			