

COOPERATIVE CONTRACTS

Department of Administrative Services (DAS)

DAS publishes all of its contracts on their electronic procurement system called ORPIN. Most of you will not have access to the system. You may obtain the current list of contract from the PACS website. The spreadsheet will be periodically updated.

How to Order: When you identify the goods/services that you would like to purchase off state contract, you can contact the vendor for a quote and mention that you are buying off of a State of Oregon – Department of Administrative Services Contract. If they need the contract number, it is on the list. Contact PACS to obtain a full copy of the contract or price sheets. The quote or invoice should reference the DAS contract number.

****Caution**** Many companies do not have a State contract and instead say “Government Rate”, “Special Oregon Rate”, etc.** This should be a red flag that the purchase will not be off of an approved price agreement and is not approved. More often than not, we will need to complete a contract with the company to purchase or generate a purchase order, especially for many expensive goods or services. Also, we if go over the direct procurement level, we have to conduct a procurement before we can purchase.

NASPO ValuePoint (formerly Western States Contracting Alliance)

<http://www.naspovaluepoint.org/#/home/contracts>

Click on the above link to access current contracts. When you find the category of services/goods that you need, you click on the link and a map will show up with participating states indicated in blue. If Oregon is not blue, then we cannot order off of it. NASPO is a good source for contracts as DAS will include required Oregon T&Cs which umbrella Oregon Tech. In addition the NASPO contracts often have the “most favored clause” which means they cannot offer a different client a price better to those in the NASPO contract.

How to Order: When you contact most of the companies, all you have to do is mention that you are buying off of NASPO. The quote or PO should reference that it is a NASPO contract. If you are just buying direct, then you need to make sure to tell them so that they charge the correct and the invoice references that it is a NASPO price.

U.S. Communities

<http://www.uscommunities.org/> - Go to Products & Solutions Tab

U.S. Communities is a consortium purchasing company that targets contracts for use by government. We can use their contract if the formal procurement was published in Oregon at the time that the solicitation document was open. If not, then we cannot use the contract. Prior to approval for use, PACS will confirm that the solicitation was published in Oregon. There are some very good deals within U.S. Communities.

How to Order: Contact PACS if you would like to utilize one of the contracts so that we can contact U.S. Communities and get proof that the procurement was published in Oregon. Sometimes we may have to execute a State addendum so that the contract can be used if not already done by DAS. If approved, then you just contact the sales representative listed on the website and they should work up quotes. Again the quote should reference the U.S. Communities contract.

Organization for Educational Technology & Curriculum (OETC)

<http://www.oetc.org/>

The Organization for Educational Technology & Curriculum (OETC) is a cooperative that OIT frequently orders from. OETC is helpful for OIT because it was created for the benefit of Oregon schools. That means that they achieve both great pricing and have Oregon preferred T&Cs.

How to Order: Ordering with OETC is easy because we can shop on their website and either order directly using a P-card (for approved types of purchases) or we can just look up the items we want and generate a PO. The PO is issued to OETC not the individual company. So, if you want the order to come from a specific vendor when there are more than one available, you should indicate it in the PO. OETC then fulfills the order. OETC instructs that we should not be placing orders with OETC contracted vendors directly (and referencing OETC contract), otherwise they cannot guarantee that the pricing is correct.

Other Oregon Public Universities and Oregon Public Bodies

When contacting a vendor, please remember to ask if they have established cooperative price agreement with an Oregon Public University or other Oregon public body (cities and counties). Oregon Public Universities frequently put cooperative language into their contracts that allow Oregon Tech to obtain the same pricing.