

This Purchasing at a Glance document is intended to serve as a *guideline* and provide minimum threshold requirements for the acquisition of goods and services. You must comply with all applicable Oregon Tech procurement policies and procedures. Contact **Procurement and Contract Services (PACS)** for assistance. Additional information may be found at: <http://www.oit.edu/faculty-staff/purchasing-contracting>.

Submit all Bid/Quote Tabulation Forms, quotes, and contract review requests to PACS at: [Purchasing@oit.edu](mailto:Purchasing@oit.edu).

**DIRECT PROCUREMENT**

Estimated Cost of Goods/Services	Type	Required Method	Preferred Method	Allowable Methods	Employee Reimbursement	Contact
<b>\$0.01 - \$10,000.00</b>  Note: Selected Bid/Quote must be submitted with all requests for a purchase order or contract	Goods & Equipment		Procurement card, executed contract, or State of Oregon cooperative agreement	Direct bill (except for computer equipment, see below)	Not allowed except by preapproved exception by PACS	PACS
	Office supplies		Staples or Office Depot website, or in-store purchase with procurement card	Procurement card	Not Allowed	PACS
	<ul style="list-style-type: none"> <li>Computers (including tablets)</li> <li>Software</li> <li>Computer hardware</li> <li>Peripherals</li> </ul>	Quote and approval from ITS, purchase order	State of Oregon cooperative agreement	(Software) Vendor contract, upon review and execution by PACS	Not Allowed	ITS & PACS
	Personal/Professional Services	Executed contract prior to services being rendered	Oregon Tech templates	Vendor contract, upon review and execution by PACS	Not Allowed	PACS
	<ul style="list-style-type: none"> <li>Minor construction projects and facility renovation</li> <li>Trade services</li> </ul>	Public improvement contract, A&E contract, or construction purchase order	Oregon Tech templates	Vendor contract, upon review and execution by PACS	Not Allowed	PACS
	All other agreements, regardless of dollar amount (except grants and employment contracts)	Review and execution by PACS	Oregon Tech templates	Vendor/Entity contract, upon review and execution by PACS	Not Allowed	PACS
	<b>\$10,000.01 - \$25,000.00</b>	Same as \$0.01 - \$10,000.00 above, except that a contract or purchase order must be completed for the purchase of all goods and services. Department must endeavor to obtain at least three (3) bids/quotes. Department to submit Bid/Quote Tabulation Form and selected quote with requisition for a contract or purchase order to <a href="mailto:Purchasing@oit.edu">Purchasing@oit.edu</a> . <b>**EXCEPTION: Capitalized assets still require a purchase order and CANNOT be procured with a procurement card.</b>				

### INFORMAL PROCUREMENT

PACS determines appropriate procurement process and contract method.

Estimated Cost of Goods/Services	Type	Required Method	Preferred Method	Allowable Methods	Employee Reimbursement	Contact
<b>\$25,000.01 - \$150,000.00</b>	<ul style="list-style-type: none"> <li>• Goods &amp; Equipment</li> <li>• Supplies</li> <li>• Personal/Professional Services</li> </ul>	Published RFQ and resulting contract	RFQ or State of Oregon cooperative agreement	RFP, ITB, Emergency, Sole Source, or Exempt, as determined by PACS.	Not Allowed	PACS

### FORMAL PROCUREMENT

PACS determines appropriate procurement process and contract method.

Estimated Cost of Goods/Services	Type	Required Method	Preferred Method	Allowable Methods	Employee Reimbursement	Contact
<b>\$150,000.01 +</b>	<ul style="list-style-type: none"> <li>• Goods &amp; Equipment</li> <li>• Personal/Professional Services</li> <li>• Major construction projects and facility renovations</li> </ul>	Formal process	RFP, ITB, or State of Oregon cooperative agreement, as determined by PACS	Emergency, Sole Source, or Exempt, as determined by PACS.	Not Allowed	PACS

### DEFINITIONS AND ADDITIONAL PROCUREMENT REQUIREMENTS

<b>Cooperative Agreement</b>	Please contact Leticia Hill, Procurement and Risk Officer, for a list of current State of Oregon cooperative agreements.
<b>Request for Quotes (RFQ)</b>	Shorter solicitation document. If over \$25,000, solicitation must be in writing and posted on the Oregon Public University Business and Bid Opportunities Webpage ( <a href="https://secure.orpu.org/bid">https://secure.orpu.org/bid</a> ) during procurement process. PACS will provide Departments with a template for completion.
<b>Request for Proposals (RFP)</b>	Solicitation document for large or complex purchases. Selection factor based on multiple subjective factors. Departments must follow formal procurement process outlined in Oregon Tech Policy 580-061.
<b>Invitation to Bid (ITB)</b>	Solicitation document for large or complex purchases. Selection factor based on low price. Departments must follow formal procurement process outlined in Oregon Tech Policy 580-061.
<b>Sole Source</b>	Due to special needs or qualifications, only a Single Seller is reasonably available to provide the required good or service. Sole source procurement shall be avoided, except when no reasonably available alternative source exists. Departments must engage in the Sole Source Procurement Process.
<b>Alternative Procurement Process</b>	Emergency, Sole Source, Exempt, State of Oregon cooperative agreements, and special projects require special consideration and processing. This guideline is not intended to outline all of the required processes for such alternative procurement processes. Please contact PACS for additional details.
<b>Software</b>	All software acquisitions require that the requesting department consult with ITS and PACS. There are a number of significant considerations that need to be contemplated during the acquisition process.

For Applicable Account Codes, please reference <http://www.oit.edu/faculty-staff/ba/chart-of-accounts>