

OSU Procurement Quick Reference Guide for Goods and Services

- Dollar values listed are for the TOTAL, not single item cost, of goods and services from the same vendor.
- Dollar values CANNOT be split to avoid competition or legal review requirements.
- Purchases made from existing OSU or State of Oregon price agreements \$25,000 or greater should be sent to Procurement for processing but are not subject to a competitive process.
- When considering any type of project involving construction, reconstruction, renovation, or repair on a building, the Capital Planning & Development department will determine if the purchase will be subject to the Bureau of Labor and Industries (BOLI) Prevailing Wage Rates (PWR).

Dollar Value	Procurement Guidelines*				
	Competition Required?	Can I get my own quote?	Does this need to be advertised?	Legal Review needed? **	Is the 7 day sole source advertisement needed?
\$4,999.99 or Less	No	Yes	No	No	No
\$5,000.00 to \$24,999.99 ***	Recommended	Yes	No	No	No
\$25,000.00 or Greater	Yes	No*	Yes	Possibly	Yes

* Department may obtain quotes for budgeting or specification purposes but the purchase will require solicitation and advertisement through Procurement.

** Legal review will require additional time to process.

*** Business Center coordinates these purchases.

Quick Reference Guide to Personal Services Contract (PSC)

No work shall begin until the PSC is fully executed by Procurement. Refer to the Procurement website for guidance and use of the PSC template form. Departments are responsible for developing a complete Scope of Work. Please allow appropriate timeframes for review and approvals.	
Dollar Value	Procurement Guidelines
≤ \$4,999.99	Direct Purchase process allowed. However, a good business practice is to solicit price quotes from at least 3 vendors. The Vendor is to be identified and contract drafted prior to sending to Procurement for signature.
\$5,000 to \$24,999.99	Direct Purchase process allowed. However, solicitation of price quotes from 3 vendors is strongly recommended. The compensation to complete the Scope of Work must not exceed \$25,000 over the course of the contract term or three years, whichever is shorter. Caution: if compensation amended above threshold, rules for competition will apply at time amendment issued. Vendor to be identified and the PSC drafted prior to sending to Procurement for signature. The PSC must be executed prior to the start of the Work.
\$25,000.00 to \$149,999.99	Informal Request for Proposals (IRFP) required. Required to work with Procurement to facilitate the competitive process to identify the provider. Procurement will handle the competitive solicitation and the required bid opportunities website advertisement. The PSC must be executed prior to the start of the Work.
≥ \$150,000.00	Formal RFP or Invitation to Bid (ITB) required. Consult with Procurement prior to starting the process and they will work with you to identify providers. A longer timeline will be required in order to accommodate bid opportunities website advertisement, applicable OAR regulations, and legal approval if needed. Procurement will handle the solicitation process. The PSC must be executed prior to start of the Work.
SOLE SOURCE:	Method of procurement for purchases exceeding \$25,000 allowed when "due to special needs or qualifications, only a single seller is reasonably available to provide such personal or professional services." (OAR 580-062-0020 (8)). Procurement approval and advertisement of OSU's intent to award on bid opportunities website for seven (7) days required. Refer to Procurement website for complete list of required documentation.
INDEPENDENT CONTRACTOR:	An independent contractor is a person or business entity which is free from OSU's right to direct and control, controls how the service is provided, who provides it, and the means of accomplishing it, advertises its business to the public, provides goods and/or services to anyone of its own choosing, and sets its own prices for goods and fees for service. For a comprehensive list of determining factors identifying an Independent Contractor, refer to Procurement website for the Employee vs. Independent Contractor Determination form.