The OSU Procurement, Contract Services and Construction Contracts Administration departments within PCMM support purchasing and contracting for colleges and units across campus. We recognize that the goods and services supplied to the university are integral to helping meet the academic and research mission, so we have created this quick guide for doing business with OSU.
## Who We Are

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Who We Are (continued)

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<td><strong>Brooke Davison</strong></td>
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Table of Contents

1. What is my responsibility in accepting orders? ____________________________________ 4
2. What types of solicitations does OSU do? ________________________________________ 4
3. What is a Business Center? ___________________________________________________ 4
4. How do I find out about current OSU procurement opportunities? _________________ 4
5. How do I know if there have been changes to a solicitation? ______________________ 5
6. How do I get on OSU’s vendor list? _____________________________________________ 5
7. What if I have worked with an end user upfront on a project and OSU PaCS still issues a solicitation? ________________________________________________ 5
8. What is the best way to drop in on OSU staff in order to see if they have any needs for the goods and services my company provides? _________________________________ 5
9. How can I find out about current ongoing OSU contracts? ________________________ 5
10. What if I am an Emerging Small, Minority, or Women-Owned Business? __________ 6
11. Where do I send my invoices? _________________________________________________ 6
12. Who can sign my contracts? _________________________________________________ 6
13. What is the difference between a Personal Services Contract and a Purchase Order? ___________________________________________________________ 7
14. Where can I get additional information or clarification? __________________________ 7
15. How are Construction projects managed? _______________________________________ 7
1. What is my responsibility in accepting orders?

Currently OSU departments have delegated authority to purchase under $5,000* without prior Procurement, Contract Services or Business Center approval. Procurements between $5,000 and $24,999.99 are managed by Business Centers. A vendor should not accept any order that is $25,000 or more from an OSU department unless prior authorization from Procurement or Contract Services has been made. Firms who do so accept the risk of delayed payment or the voiding of an unauthorized contract. If you are in doubt about an order that is $25,000 or more placed by a campus department please contact us.

*This is $5,000 for the total of the order, not per line item. This delegation of authority does not apply to design-related procurements or BOLI Prevailing Wage Rate applicable projects.

2. What types of solicitations does OSU do?

Vendors may be asked to respond to a solicitation on either a formal or an informal basis. Informal solicitations may be obtained by telephone, fax, email or mail and are for goods or services valued up to $150,000.00. Formal solicitations are typically used for purchases $150,000 or greater for goods and services. These solicitations are required to be advertised on the Business and Bid Opportunities web page. For more information on formal solicitations types, go to the Procurement and Contracts Policies Manual Formal Solicitations page; for informal solicitation types, go to the Procurement and Contracts Policies Manual Informal Solicitations page. Please understand that even if you have been working directly with a department at OSU, departments are still required to work with central Procurement to issue formal and informal solicitations.

3. What is a Business Center?

Business Centers at OSU were established to streamline business and HR functions from colleges, departments, and central units. Business Centers have the authority to purchase up to $25,000. This authority does not apply to design-related procurements or BOLI Prevailing Wage Rate applicable projects.

4. How do I find out about current OSU procurement opportunities?

Solicitations are advertised on the Business and Bid Opportunities web page. Vendors are encouraged to frequently check the web site to learn about procurement opportunities.
5. How do I know if there have been changes to a solicitation?

It is your responsibility to check the Business and Bid Opportunities web page or contact the procurement analyst identified in the solicitation in advance of the procurement opportunity closing time to see if any addenda have been issued. It is very important that you address issues brought forth in any addendum to ensure that your response is acceptable.

6. How do I get on OSU's vendor list?

We do not maintain vendor or “bidder” lists. However, current business opportunities are available for viewing on the Business and Bid Opportunities web page.

7. What if I have worked with an end user upfront on a project and OSU Procurement still issues a solicitation?

Working with an end user or department does not guarantee award of a contract to you or your company. The appropriate procurement method will be sought by per procurement rules.

8. What is the best way to drop in on OSU staff in order to see if they have any needs for the goods and services my company provides?

Vendors should contact OSU staff ahead of time, scheduling an appointment to discuss the department’s procurement needs. Cold calls or drop-in requests for a discussion are discouraged as staff members have limited time available under the normal course of their duties.

9. How can I find out about current ongoing OSU contracts?

OSU Procurement awards and maintains contracts for various goods and services for use by OSU. Please check our Buy Orange web page for a list of contracts currently in effect.
10. What if I am an Emerging Small, Minority, Women-owned Business?

OSU reports expenditures with Minority, Women-owned and Emerging Small Businesses (MWESB). We make every effort to provide opportunities to MWESB vendors by posting bidding opportunities on the Business and Bid Opportunities web site. We provide information about MWESBs on our MWESB Information web page.

11. Where do I send my invoices?

Invoices should be sent directly to the university department that placed the order, which is why it is important to obtain contact information when taking on order from OSU. Please be sure to include on your invoices the department’s name and purchase order number, and index number that the department used to place the order. This makes it easier to match invoices with purchase orders, resulting in quicker payment. Questions regarding payment should be directed to the ordering department, Business Center, or to Accounts Payable, (541) 737-4262.

12. Who can sign my Contract?

If you have a contract or document (e.g. credit application, Tax ID form, etc.) that you are asking OSU to sign in order for you to do business with us, that document needs to be signed by an authorized OSU Contracts Officer. There are very few OSU staff who are designated as Contracts Officers. You should make sure that your document is signed by a Contracts Officer or you may run into difficulty in getting payment. Contracts signed by unauthorized staff are not binding on OSU.
13. What is the difference between a Personal Services Contract and a Purchase Order?

It really is a function of the type of service you are providing to OSU. Most non-construction trade-related services are procured using a Purchase Order when equal to or greater than $5,000. If you are providing a professional service to OSU, OSU will need to issue a Personal Services Contract before you do the work. There are sometimes gray areas on which direction to go. In that case, the OSU department should contact Procurement and Contract Services and send the contract through for correct determination and processing.

14. Where can I get additional information or clarification?

Please contact us at:
Oregon State University
Procurement and Contract Services
644 SW 13th Street
Corvallis, OR 97333
Phone: (541) 737-4261
Fax: (541) 737-2170
E-mail: pacs@oregonstate.edu

15. How are Construction projects managed?

Please contact Construction Contracts Administration for information and guidelines for Construction related contracting and BOLI projects.

644 SW 13th Street
Corvallis, OR 97331
541-737-4261
construction.questions@oregonstate.edu
Where We Are Located

Email: PaCS@oregonstate.edu
Inquiries may be sent directly to this email address.

Website: http://fa.oregonstate.edu/pacs
Vendors can learn more about Procurement or Contract Services and view bidding opportunities