

This 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 procurement Policies and Procedures. Contact **Procurement and Contract Services (PACS)** for assistance. Policies, Procedures, Forms and additional information may be found at: <http://www.oit.edu/faculty-staff/purchasing-contracting>.

Submit all Quotes, Bid Tabulation Forms, and Contract Review Requests to the PACS Office at: Purchasing@oit.edu

DIRECT PROCUREMENT

Estimated Cost of Goods/Services	Type	Required Method	Preferred Method	Allowable Methods	Employee Reimbursement	Contact
<p>\$0 - \$5,000.00</p> <p>Note: Selected Quote/Bid must be submitted with all requests for a Purchase Order or contract</p>	Goods & Equipment		Purchase Order, Executed Contract, Cooperative Agreement, P-Card	Direct Bill (Except for computer equipment see below)	Not allowed except by preapproved exception by PACS	PACS
	Office Supplies		Office Max or Office Depot - website, or in store purchase with procurement card	Purchase Order, P-Card	Not Allowed	PACS
	<ul style="list-style-type: none"> Computers (incl. tablets) Software Computer Hardware Peripherals 	Quote and approval from ITS, Purchase Order	Cooperative Agreement	(Software) Vendor contract upon review and execution by PACS	Not Allowed	ITS & PACS
	Personal/Professional Svcs.	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"> Construction Major renovation Trade Services 	Retainer Contract, Public Improvement Contract, A&E Contract, 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 or Contract Officer	Oregon Tech templates	Vendor/Entity contract, upon review and execution by PACS or Contract Officer	Not Allowed	PACS
\$5,000.01 - \$25,000.00	Same as \$0 - \$5,000 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 3 bids/quotes. Department to submit Bid/Quote Tabulation Form and selected Quote with requisition for a contract or Purchase Order to Purchasing@oit.edu .					

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
\$25,000.01 - \$150,000.00	<ul style="list-style-type: none"> • Goods & Equipment • Supplies • Personal/Professional Svcs. 	Published RFQ and resulting Contract	RFQ, Cooperative Agreement with 3 quotes, Retainer	RFP, ITB, Emergency, Sole Source, Exempt	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
\$150,000.01 +	<ul style="list-style-type: none"> • Goods & Equipment • Personal/Professional Svcs. 	Formal Process	RFP, ITB or Cooperative Agreement as determined by PACS.	Retainer Contract, Emergency, Sole Source, Exempt, as determined by PACS.	Not allowed	PACS

DEFINITIONS AND ADDITIONAL PROCUREMENT REQUIREMENTS

Cooperative Agreement	See common cooperative agreements that Oregon Tech departments can purchase from on PACS website. Oregon Tech requires that 3 bids be obtained from different cooperative vendors for purchases over \$25,000.
Request for Quotes (RFQ)	Shorter solicitation document. If over \$25,000, must be in writing and posted on Public University Procurement Website during process. Department must provide PACS a scope of work.
Request for Proposals (RFP)	A solicitation document for large or complex purchases. Selection factor based on multiple subjective factors. Must follow formal procurement process outlined in Oregon Tech Policy 580-061.
Invitation to Bid (ITB)	A solicitation document for large or complex purchases. Selection factor based on low price. Must follow formal procurement process outlined in Oregon Tech Policy 580-061.
Sole Source	Due to special needs or qualifications, only a Single Seller is reasonably available to provide the required good or service. Sole source procurement will be avoided except when no reasonably available alternative source exists. Requires Sole Source Procurement Process.
Alternative Procurement Process	Emergency, Sole Source, Exempt, Cooperative Contracts and Special Projects require special consideration and processing. This <i>guideline</i> is not intended to outline all of the required process for these alternative procurement processes.
Software	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>