

This Purchasing at a Glance document is intended to serve as a *guideline* for the acquisition of goods and/or services. Requesting departments must comply with all applicable Oregon Institute of Technology policies and procedures. Additional information may be found on the Procurement & Contract Services (PACS) website (<https://www.oit.edu/purchasing-contracting>).

DIRECT PROCUREMENT

| Estimated Cost of Goods/Services | Type | Documentation | Method |
|----------------------------------|---|--|---|
| \$0.01 - \$10,000.00 | • Goods and equipment | • Cooperative agreement ¹ • Vendor bid/quote | Procurement card ² OR Purchase order (PO) |
| | • Computers, computer hardware, software, and peripherals ³ | • Cooperative agreement • Vendor bid/quote | Procurement card OR Purchase order (PO) |
| | • Personal/Professional services | • Executed contract | Oregon Tech contract |
| | • Minor construction projects and renovations | • Executed contract | Oregon Tech contract |
| | • All other agreements | • Executed contract | Oregon Tech contract |
| \$10,000.01 - \$25,000.00 | Same as \$0.01 - \$10,000.00 above but requesting department must also complete a Bid/Quote Tabulation Form and submit the completed Bid/Quote Tabulation Form to PACS via its FACTS ticketing system. Bid/Quote Tabulation Form and instructions may be found on the PACS website. | | |

INFORMAL PROCUREMENT

| Estimated Cost of Goods/Services | Type | Documentation | Method |
|-----------------------------------|--|---|--|
| \$25,000.01 - \$150,000.00 | • Goods and equipment • Personal/Professional services • Minor construction projects and renovations | • Published informal solicitation and executed contract | Request for Quotes (RFQ) AND Oregon Tech contract |

¹ Please submit a PACS ticket to request additional details on current cooperative agreements.

² Capitalized assets still require a purchase order (PO) and cannot be purchased with a procurement card.

³ Please follow applicable process outlined in ITS document: “09/2024 Virtual Stores, Computers Peripheral, Software and Printer Purchasing.”

| FORMAL PROCUREMENT | | | |
|---|--|---|---|
| Estimated Cost of Goods/Services | Type | Documentation | Method |
| \$150,000.01 + | <ul style="list-style-type: none"> • Goods and equipment • Personal/Professional services • Major construction projects and renovations | <ul style="list-style-type: none"> • Published formal solicitation and executed contract | Request for Proposals (RFP) OR Invitation to Bid (ITB) AND Oregon Tech contract |

| SUPPLEMENTARY DESCRIPTIONS AND ALTERNATIVE PROCUREMENT PROCESSES | |
|---|--|
| Request for Quotes (RFQ) | Shorter solicitation document. Solicitation must be in writing and posted on the Oregon Public University Business and Bid Opportunities webpage during the procurement process. Please submit a ticket to PACS to engage in the RFQ process. |
| Request for Proposals (RFP) | More formal solicitation document for large and complex acquisitions. Selection factor based on multiple subjective factors. Departments must follow the formal procurement process outlined in Oregon Institute of Technology Policy, Chapter 580, Division 061. Please submit a ticket to PACS to engage in the RFP process. |
| Invitation to Bid (ITB) | Solicitation document for large and complex acquisitions. Selection factor based on low price. Departments must follow the formal procurement process outlined in Oregon Institute of Technology Policy, Chapter 580, Division 061. Please submit a ticket to PACS to engage in the ITB process. |
| Sole Source Procurement | Due to special needs or qualifications, only a single seller is reasonably available to provide the required goods or service. Sole source procurement should be avoided, except when no reasonably available alternative source exists. Please submit a ticket to PACS to engage in the sole source procurement process. |
| Alternative Procurement Process | Emergency procurements, sole source procurements, procurement exemptions, and special projects require additional consideration and processing. This document is not intended to outline all the required processes for such alternative procurement processes. Please contact PACS for additional details and guidance. |