

Procurement, Contracts and Materials Management

PROCUREMENT STANDARDS



Oregon State
University

Training Topics

- Overview
- Relevant Changes
- New Procurement Standards
- Informal (Small) Procurements & Documenting Competition

Overview

- Why make changes?
- Who does this impact?
- Benefits for departments/colleges

Relevant Changes

- Combined Standards
 - Goods and Services + Construction
- One Standard for Department Reference
 - University Standard 03-010 Procurement Thresholds and Methods
- Formal Procurement Threshold increased to \$250K*
- Exemptions
- Sole Source Advertisements
- Informal Solicitation Requirements

New Procurement Standards

- Procurement Thresholds
- General Procurement Methods
- Noncompetitive Procurements
- Additional Procurement Methods
- Procurement Thresholds and Methods Summary

Procurement Thresholds

- Procurement dollar thresholds for competition:



* \$150,000 threshold when federal funds are awarded using a Contract.

General Procurement Methods

- Direct (Micro-Purchase) - Less than \$25,000
 - No competition required, departments may award directly to a contractor
 - Extent practicable distribute equitably among qualified entities
- Informal (Small) - \$25,000.01 - \$250,000*
 - Informal methods of competition required
 - Competition may be conducted by departments so long as they document the competition
- Formal Procurement (Bids and Proposals) - Greater than \$250,000*
 - Formal methods of competition required, PCMM must facilitate competitive requirements

* \$150,000 threshold when federal funds are awarded using a Contract.

General Procurement Methods

- Joint Procurement
 - University joins with another agency to issue a joint solicitation
- Cooperative Procurement
 - Use of a contract already competitively solicited by another agency

Noncompetitive Procurements

- Noncompetitive Procurements using any funding include:
 - Single Seller / Sole Source;
 - Emergency (as defined in Standard);
 - Federal awarding agency or pass-through expressly authorizes noncompetitive proposals in response to OSU's written request;
 - After solicitation, competition is determined inadequate; and
 - Special entities - purchases from other federal, state, local governmental agency or cooperatively-procured contracts.

Noncompetitive Procurements

- Noncompetitive Procurements using Non-Federal Funds include:
 - All of the circumstances identified in Noncompetitive Procurements using any funding above;
 - Classes or Categories of purchases when considered for competition are impractical, unreasonable or restricted.
 - Requires VPF&A, CPO or designee approval
 - Special Procurement
 - Determined by the President, VPF&A or Finance and Administration Committee of the Board.

Additional Procurement Methods

- Additional Procurement Methods for Non-Federal Funds include:
 - Alternative Procurement Processes
 - (Requires VPF&A, CPO or designee approval);
 - Reserve Contracting Program
 - Establishes contracts with, or a listing of, contractors that meet a set of minimum qualifications

Procurement Thresholds & Method Summary

THRESHOLDS

- Less than \$25,000 - Direct (Micro-Purchase)
- \$25,000.01 - \$250,000* - Informal (Small)
- Greater than \$250,000* - Formal Procurement (Bids and Proposals)
- * \$150,000 threshold when federal funds are awarded using a Contract.

METHODS - FREQUENT (Any Funds)

- Direct - No competition required, departments may award directly to a contractor
- Informal - Informal methods of competition required; may be conducted by departments so long as they document the competition
- Formal Procurement - Formal methods of competition required, PCMM must facilitate competitive requirements
- Sole Source

* \$150,000 threshold when federal funds are awarded using a Contract.

*The following methods are applicable methods of meeting competitive requirements for purchases falling within the **Informal or Formal** procurement thresholds.*

METHODS - INFREQUENT

- Emergency - *Any funding*
- Federal Agency Express Authorization - *Federal Funds*
- Inadequate Competition - *Any funding*
- Cooperative - *Any funding*

METHODS - RARE

- Special Entities - *Any funding*
- Joint - *Any funding*
- Alternative Procurements - *Non-Federal Funds*
- Reserve Contracting Program - *Non Federal Funds*
- Certain Classes or Categories - *Non-Federal Funds*
- Special Procurement - *Non-Federal Funds*

Informal (Small) Procurements

- \$25,000.01 - \$250,000* - Informal (Small) Procurements
- Informal methods of competition required; may be conducted by departments so long as they document the competition
- Available to be used with any funding types

Documentation of Competition

- Form available at: <https://fa.oregonstate.edu/pacs/forms>

Questions?