

# **Procurement and Contract Services**

Business Center Training

June 9, 2010

# **Procurement and Contract Ethics**

## **Employee Ethical Conduct (PaCS Policy 101)**

- Financial Gain or Avoidance of Financial Loss
- Contracting with Current and Past OSU Employees
- OSU Employee Honorariums Guideline
- Other State Employees Honorariums Guideline
- Personal Purchases using OSU Funds
- Personal Purchases using OSU Contracts

# Procurement and Contract Ethics

## Interaction with Vendors (PaCS Policy 102)

- Vendor Gifts or Entertainment
- Vendor Employment Promises
- Impartiality

# Procurement and Contract Ethics

## Ethics in Purchasing and Contracting (PaCS Policy 103)

- Authority to Purchase
- Purchase Fragmentation
- Process Circumvention
- Bid Shopping
- Collusion
- Document Fabrication

# **Procurement and Contract Ethics**

## **Conflict of Interest (PaCS Policy 104)**

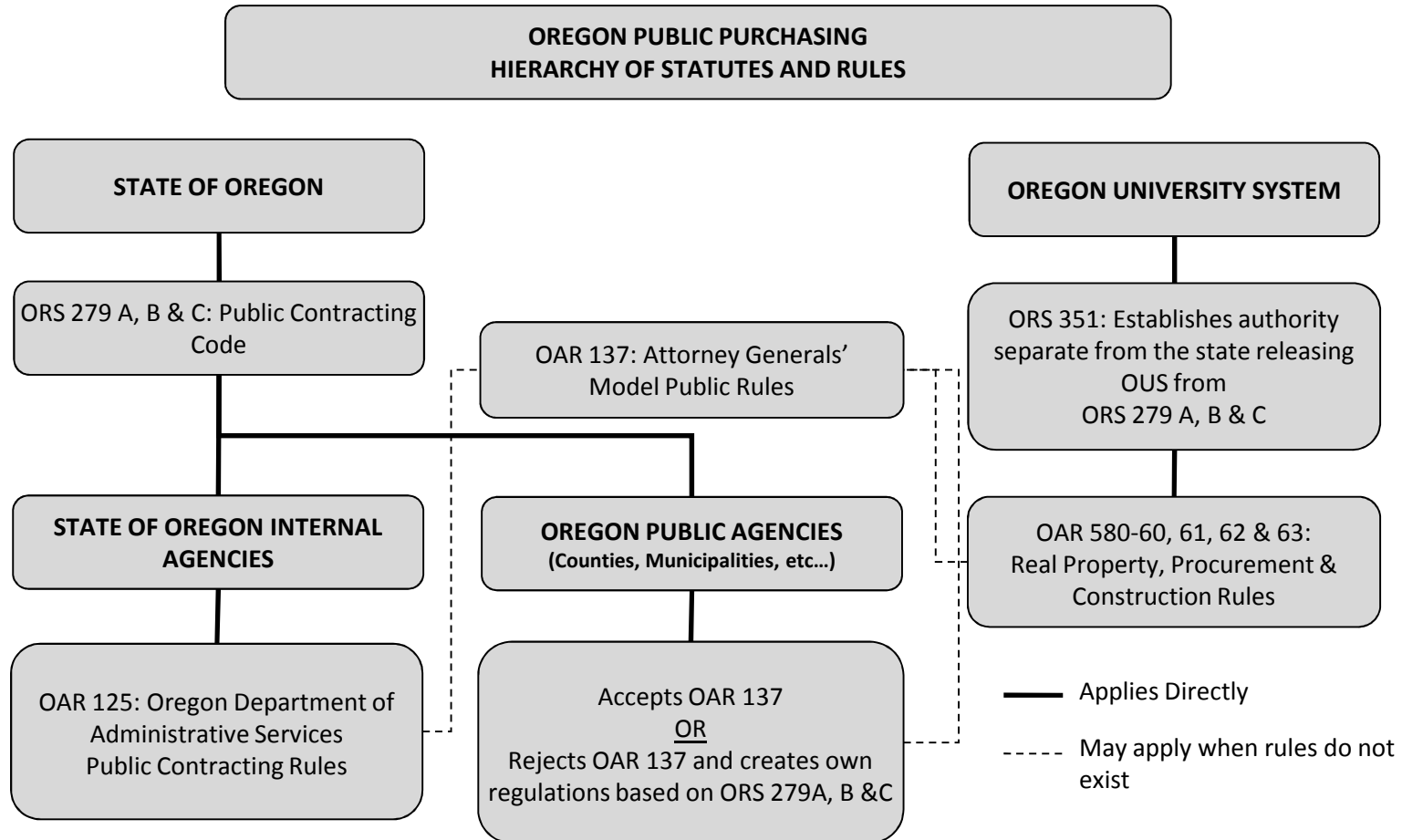
- Declaration of Conflict or Potential Conflict of Interest
- Conflict of Interest for Selection Committee Members
- Segregation of Procurement and Accounting Functions

## **Ethics Statement / OUS**

- July of Every Year – Must Renew OUS Code of Ethics Online

# Authority and Records

## Regulations and Applicability (PaCS Policy 201)



# **Authority and Records**

## Regulations and Applicability (PaCS Policy 201)

- Funding Sources
- Organizations

# **Authority and Records**

## Authorities (PaCS Policy 202)

- Budget Authority
- Purchase Authority
- Institutional Authority
- Contract Signature Authority



# **Authority and Records**

## Unauthorized Procurements or Contracts (PaCS Policy 203)

- Unauthorized Procurement
- Unauthorized Contract

# Authority and Records

## Records and Reporting (PaCS Policy 204)

- Records Retention
- Public Records

# Purchasing

## Required Reviews and Approvals (PaCS Policy 301)

- Facility Modifications
- Radioactive Material or Radiation-Producing Machine
- Use of OSU Logos or Name
- Print Purchases and Copying
- Restricted Fund Equipment Purchases
- Trade-Ins
- BOLI Procurement

# **Purchasing**

## Requisitions (PaCS Policy 302)

- Requisition Submittal

# Purchasing

## Purchase Orders (PaCS Policy 303)

- PaCS Purchase Orders
- Business Center Purchase Orders
- Department Purchase Orders
- Purchase Order Terms and Conditions
- Purchase Order Changes and Cancellation
- Purchase Order Completion
- Purchase Order Encumbrances
- Purchase Order Capital Assets
- Purchase Order Trade-Ins
- Purchase Order Discounts

# **Purchasing**

Purchase Orders (PaCS Policy 303)

-Business Center Purchase Orders

--Direct Authority to Purchase under \$25,000

--Obtain Quotes / Seek Competition!

# **Purchasing**

## Invoices (PaCS Policy 304)

- Invoice Completion

# Purchasing

## Commodities Prohibited for Purchase with State Funds (PaCS Policy 305)

- See FIS 507-01: <http://oregonstate.edu/dept/budgets/FISManual/FIS507.htm>  
and OSU Business Affairs OSU Purchasing Card Prohibited Uses:  
[http://oregonstate.edu/fa/businessaffairs/staff/ap/visa\\_prohibited\\_uses](http://oregonstate.edu/fa/businessaffairs/staff/ap/visa_prohibited_uses)



# Purchasing

## Purchasing and Payment Methods (PaCS Policy 306)

- Procurement Card
- Purchase Orders
- Store Credit Accounts and Applications
- Prohibited Procurement Mechanisms
- Payment Terms
- Pre-Payment
- IRS W9 Forms

# Purchasing

## Solicitations (PaCS Policies 307-313)

- Any purchase equal to or greater than \$25,000 must be competitively solicited

## Sole Source (PaCS Policy 314)

- The only Contractor of a particular product or service that is reasonably available.
- A written justification by the Principal Investigator describing why a specific product or service qualifies as a Sole Source.
- **MUST BE ADVERTISED FOR 7 CALENDAR DAYS!**

# Purchasing

## Purchasing From Existing Contracts (PaCS Policy 315)

- OSU Contracts and Price Agreements
- State of Oregon Contracts and Price Agreement
- Western States Contracting Alliance
- General Services Administration (GSA) Contracts
- Other Contracts and Cooperatives

# Purchasing

## Affirmative Action and Qualified Rehabilitation Facilities (QRF) (PaCS Policy 316)

- Affirmative Action
- Qualified Rehabilitation Facilities (QRF)
  - <http://dasapp.oregon.gov/qrf/index.aspx>
  - [www.oregonrehabilitation.org](http://www.oregonrehabilitation.org)

# Contracts

## Contract Basics (PaCS Policy 401)

- Contract Form
- Oral Contracts
- Independent Contractor
- OSU as a Contractor (see Contract Type Characteristics matrix at [http://oregonstate.edu/research/osp/submission/TestingAgreements\\_000.htm](http://oregonstate.edu/research/osp/submission/TestingAgreements_000.htm))

# Contracts

## Contract Types (PaCS Policy 402)

- Interdepartmental Agreements (you can sign these)
- Interagency Agreements (IAA)
- Intergovernmental Agreements (IGA)
- Memorandums of Understanding (MOU)
- Purchase Orders
- Personal Services Contract
- Capital and Operating Leases
- Sponsorship Agreements

# Contracts

## Contract Processing (PaCS Policy 404)

- Department Review & Input Prior to Submittal
- Contract Submittal and Routing
- Signature Prior to Commencement
- Electronic Signatures
- Signatures prior to PaCS Review
- Signatures after PaCS Review
- Contract Amendments (Expired Contracts
- Certificate of Insurance Processing

# Contracts

## Contract Administration (PaCS Policy 405)

- Contract Administration
- Contract Monitoring
- Contract Documentation
- Contract Invoice Review