



This document highlights a few important details of procurement and contracting at OSU. For further information, check-out the resources on the back, or reach out to Procurement at pacs@oregonstate.edu.

Purchasing and Contracting Ethics:

OSU employees engaging in procurement and contracting activities must uphold the highest ethical standards. These expectations are governed by Oregon Revised Statute (ORS) 244 and further outlined in Procurement and Contracting Services (PaCS) Policy and Procedure Manual, Section 100: Purchasing and Contracting Ethics.

Purchasing Thresholds:

Below are the key dollar thresholds for the total value of the purchase of goods or services, including all components of the purchase (i.e. shipping and handling, total value prior to any trade-in discounts, total value of entire contract term plus any possible extensions, etc.). If a purchase crosses a threshold, or has potential to cross a threshold, staff must follow the procurement process associated:

< \$5000	Direct	Departments may procure goods and services directly from a supplier without competition. A Purchase Order (PO) or other contract is NOT required, but may still be used.
\$5000 - \$25,000	Direct	Departments may procure goods and services directly from a supplier without competition. A Purchase Order (PO) or other contract IS required.
\$25,000.01 - \$250,000*	Informal	Departments must use open and fair informal competitive methods to compete for goods and services.
> \$250,000*	Formal	Departments will coordinate with Procurement to perform an open and fair formal competitive solicitation for goods and services.

* \$150,000 when using federal contract funding.

Federal Funding:

Use of federal funding (grants, cooperatives, contracts) is governed by Uniform Guidance 2 CFR 200. Although OSU standard procurement policies and procedures follow closely, using any federal funds (\$1 or more) will subject the purchase to these federal regulations.

Non-competitive Procurements:

For informal and formal procurements, there are specific exceptions where competition is not required. Because of the specificity required to approve a non-competitive process, please consult with Procurement prior to the purchase.

Contract Signature Authority:

The ability to legally bind OSU to commit finances and resources are delegated to specific individuals through University Policy: 03-001 Contract Signature Authority. Procurement staff have this delegation for any acquisition of goods and services, even if it has \$0 value. Anytime OSU has to sign an agreement, contract, memorandum of understanding, intergovernmental agreement, etc. for the acquisition of goods and services, Procurement staff must review and/or sign.

BennyBuy:

BennyBuy is OSU's procurement and contracting system with various modules. This is also the mechanisms for submitting documentation to Procurement for review. Here are some of the key procurement functions:

Punch-Out Catalogs	Departments can order goods from selected suppliers through their punch-out catalogs linked in BennyBuy.
Purchase Request Form	This generates a requisition and Purchase Order. This also routes for budget approvals and encumbers the funds.
Contract Request Form	This routes a contract to PCMM for review and processing. This does not route for approvals or encumber the funds.

BennyBuy system support is available through DFA Information Technology – email: dfa.tech@oregonstate.edu.



RESOURCES

Procurement Website: fa.oregonstate.edu/pacs

The front page of the Procurement website has important procurement announcements and links to core webpages:

Webpage	URL Extension	Contents
Faculty and Staff	/faculty-staff	<ul style="list-style-type: none"> • PaCS Policies and Procedures Manual • OSU Standard 03-010: Procurement Thresholds and Methods • OSU Standard 03-015: Procurement Solicitations and Contracts • Current Purchasing Forms: <ul style="list-style-type: none"> ○ Documentation of Competition ○ Sole Source Request Form ○ Quote Request Form ○ Proposal Request Form ○ Personal Services Contract (PSC) ○ Personal Services Contract (PSC) Amendment Form ○ Employee vs. Independent Contractor Determination ○ Disclosure of Real or Potential Conflict of Interest ○ Federally Funded Purchase Checklist ○ Commodity Lease Intake Form • Buy Orange (commodity and contract information for campus-wide use)
Supplier	/suppliers	<ul style="list-style-type: none"> • Bid Opportunities (publicly posted OSU formal solicitations) • Public Records Requests • PO Terms and Conditions
Training and Support	/training-support	<ul style="list-style-type: none"> • Virtual Training Dates and Times and Registration • Video Training and Presentations • Reference Materials • Bridge Modules • FAQs

eProcurement: fa.oregonstate.edu/eProcurement

Log into the BennyBuy system (also found through myOregonstate.edu) and resources on how to navigate and submit items within the BennyBuy system.

Contract Signature Authority: policy.oregonstate.edu/UPSM/03-001_contract_signature_authority

University policy granting authority to individuals to enter into legally binding commitments of university financial and other institutional resources to a third party.

Oregon Independent Contractor Laws (ORS 670.600): oregon.gov/ic/Compliance-and-the-law/Pages/laws.aspx

List of criteria for individuals to qualify as an independent contractor under state law and basis for independent contractor determination.

Oregon Ethics Commission Guide for Public Officials: oregon.gov/ogec/Pages/Guide-for-Public-Officials.aspx

Guide to help public officials to understand the requirements and applicability of ORS 244 Government Ethics.

Oregon Forward Program: fa.oregonstate.edu/pacs/oregon-forward-formerly-qualified-rehabilitation-facility-or-qrf

Program established by Oregon law to provide job opportunities for adults living with disabilities.