

PROCUREMENT PRE-AWARD QUICK GUIDE

Good luck on your grant application! Below is a list of helpful information as you start the process.

PROCUREMENT THRESHOLDS

\$0 - \$25,000: Direct Procurement – Direct purchase, no competition is necessary

\$25,000.01 - \$250,000: [Informal Procurement – Informal competition must be completed and documented](#)

\$250,000.01 and Greater: [Formal Procurement– Must be competed with a formal RFP or ITB by PCMM](#)

STARTING THE PROCUREMENT PROCESS

1. Reach out to your college-level support personnel for consultation and assistance.
2. Determine if the collaboration [is a subaward or a procurement of services](#).

AWARD RECEIVED PROCESS

1. The approving agency will notify OSU Office for Sponsored Research and Award Administration (OSRAA) when the award comes in the door.
2. OSRAA will notify you when your funding index is created and you are able to initiate work with Procurement, Contracts and Material Management (PCMM) if you are conducting a procurement.

KEEP IN MIND

Will you have [a Subaward or a Procurement?](#)

- There are differences in purpose, responsibility, and competitive requirements for the two types of contracts.
- Make sure you are discussing with your partners (OSRAA or PCMM).

Consultants may be deeply involved in the pre-proposal project.

- That does not guarantee that the consultant can be used on the project.
- Competition may be required depending on the procurement threshold. Ensure that the consultant is aware of this.
- Consultants can be sub-awardees with separate measurables and deliverables.

[Informal competitions](#) are the responsibility of the PI.

- At least two competing offers are/will be required.
- The PI will need to keep detailed electronic records of their procurement efforts to help complete the process.

RESOURCES FOR YOU

Please contact your central Grant Accountant (FSS) for any other information. If you have issues that cannot be answered by your Grant Accountant, please elevate your inquiry to OSRAA or PCMM. NOTE: Please allow 24 hours for a response.

- OSRAA@oregonstate.edu for Office for Sponsored Research and Award Administration (OSRAA)
- Pacs@oregonstate.edu for Procurement, Contracts and Materials Management (PCMM)

TRAINING & DOCUMENTS AVAILABLE

- [Training and Support](#) from PCMM
- [Federally Funded Purchase Checklist](#)
- [General Information for Faculty and Staff](#)

