Third UO Reverse Vendor Fair

Contracting with the University of Oregon and the Oregon University System

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Rules Governing Procurement for OUS

• OUS has its own Administrative Rules for all 7 Institutions

• OUS institutions:
  – University of Oregon
  – Oregon State University
  – Portland State University
  – Southern Oregon University
  – Eastern Oregon University
  – Oregon Institute of Technology
  – Western Oregon University
OUS MWESB Policy

It is the policy of all of the Oregon University System institutions, including University of Oregon, to provide the best possible opportunity for minority, women, and emerging small businesses to compete for and be awarded contracts. Centralized support for review and compliance.
Decentralized Purchasing

- The University of Oregon has a decentralized purchasing environment.
- Each University of Oregon department has the responsibility and authority to make their own purchases.
- Vendors must market directly with departments.
- Centralized support for review and compliance.
Locating Information

- University of Oregon Website
  [http://www.uoregon.edu/](http://www.uoregon.edu/)
- UO Purchasing & Contracting Services
  [http://pcs.uoregon.edu/](http://pcs.uoregon.edu/)
- Campus Operations
  [http://campusops.uoregon.edu/](http://campusops.uoregon.edu/)
- OUS Business Opportunities
  [http://www.ous.edu/about/bid](http://www.ous.edu/about/bid)
Vendor Registration Portal

• In the Fall of 2013, PCS launched the new Vendor Registration Portal.
• Portal is accessible to all UO departments allowing those departments to identify vendors that meet their needs.
• [https://pcs.uoregon.edu/vendor-registration-portal](https://pcs.uoregon.edu/vendor-registration-portal)
Procurement Methods and Procedures

• Dollar Value
  – Dollar value based on the sum of all payments during the life of the procurement/project.

• Best Value
  – Departments make selection based on lowest price, if other requirements are documented then decision is based on best value (i.e. warranty, product quality, training, shipping, etc)
Competitive Procurement

• Direct Procurement of Goods and Services
  – Applies when dollar value of the procurement does not exceed $25,000.
  – Competition not required.
  – Departments responsible for vendor selection and apply best value analysis.
  – Vendors can market directly to campus departments.
Competitive Procurement

• Informal Procurement of Goods and Services
  – Required when dollar value of the procurement is greater than $25,000, but not more than $100,000.
  – 3 quotes are required
  – OUS posting
  – May be advertised in other publications or trade journals
Competitive Procurement

• Formal Procurement of Goods and Services
  – Required when dollar value of the procurement is greater than $100,000.
  – Formal requirements document created – ITB or RFP.
  – OUS posting.
  – May be advertised in other publications or trade journals.
Competition Not Required

• Special Entity
  – Entity is a federal, state or local government agency or a Qualified Rehabilitation Facility.

• Qualified Rehabilitation Facilities (QRF)
  – Nonprofit organizations which provide employment to individuals with disabilities
  – Must purchase from QRF if:
    • QRF goods or services deemed suitable by State;
    • Such goods or services meet Dept’s specifications; and
    • Such goods or services are available within Dept’s timeframe
Competition Not Required

- **Emergency Contracts**
  - UO President, VPFA or OUS Chancellor may declare emergency.

- **Sole Source**
  - Applies when goods or services are available only from one seller.
  - PCS Director approval
  - OUS posting

- **Exemptions**
  - Certain types of purchases regardless of value where competition is not required
  - Documentation from Department
  - PCS acknowledgement that exemption fits procurement
Insurance

Standard Requirements:

• General Liability insurance of not less than $1,000,000 for each occurrence and $2,000,000 aggregate

• If driving on campus, automobile liability insurance of not less than $1,000,000 for each accident and $2,000,000 aggregate

• If applicable, professional liability insurance with of not less than $1,000,000 per occurrence and $2,000,000 aggregate.

• Certificates of Insurance generally required. Endorsements upon request.
Common Clauses & Limitations

- Governing Law & Jurisdiction
- Confidentiality
- Time & Materials & Not-to-Exceed Caps
- Indemnity
- Attorney Fees
- Control of Defense
- Interest & Late Fees
- Smoke Free
Questions