

Conducting the Procurement



Goals:

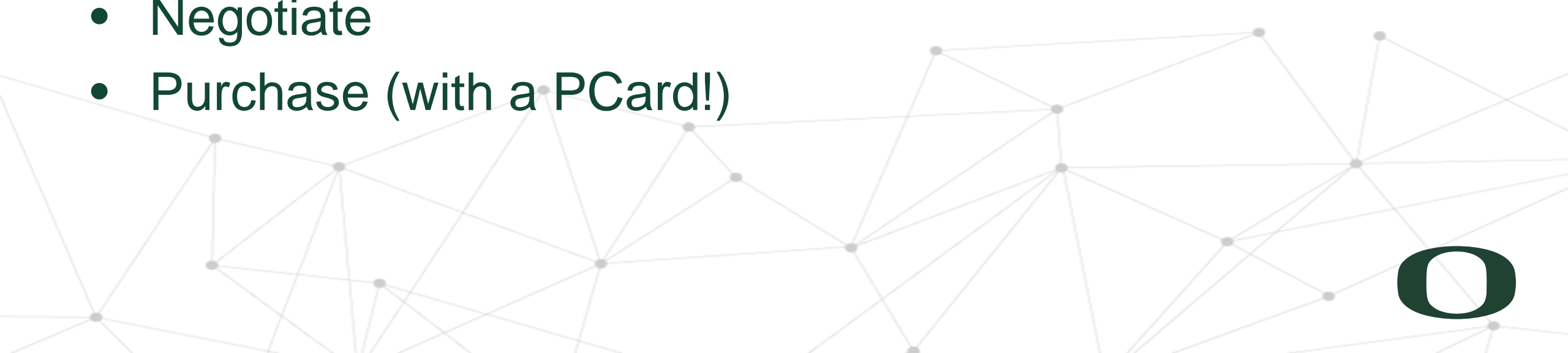
- Ensure Fairness
- Foster Competition
- Satisfy Stakeholder Interests
- Get the Best Value!
- *Shameless Plug* Pay With a PCard!



Conduct a Procurement



Direct Procurement:

- Draft your SOW
 - Understand the Marketplace
 - Ask vendors for quotes
 - Negotiate
 - Purchase (with a PCard!)
- 



Formal/Informal Procurement



- Draft/Post AP, ITB, RFQ, or RFP
- Review responses in accordance with terms of solicitation and UO policies
- Select the best value source



Sole Source



Criteria:

- Due to specific needs or qualifications, the goods or services required are only reasonably available from a single vendor.
- Must clearly demonstrate that the SOW is the only reasonable manner UO could meet its need, and that the vendor is the only vendor in the marketplace that can fulfill that SOW.

Process:

- Posted for at least 7 calendar days.
- If no protests are made, the transaction may proceed.



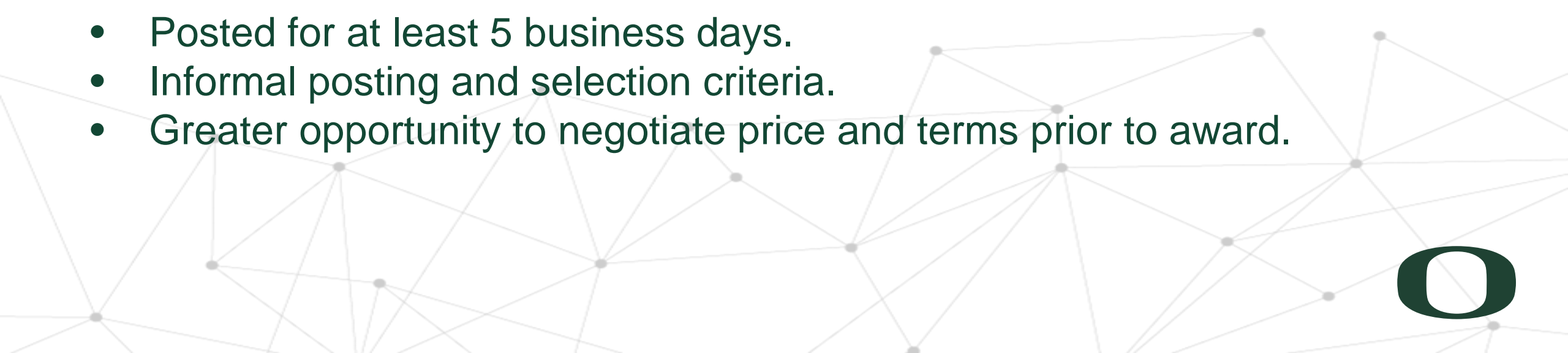
Alternative Procurement



Criteria:

- A limited vendor pool of at least two entities or a purchase of IT services (i.e. SaaS)
- Responds to innovative business and market methods.
- Contributes to UO's productivity improvement and process redesign.
- Results in comprehensive cost-effectiveness and productivity for UO.

Process:

- Posted for at least 5 business days.
 - Informal posting and selection criteria.
 - Greater opportunity to negotiate price and terms prior to award.
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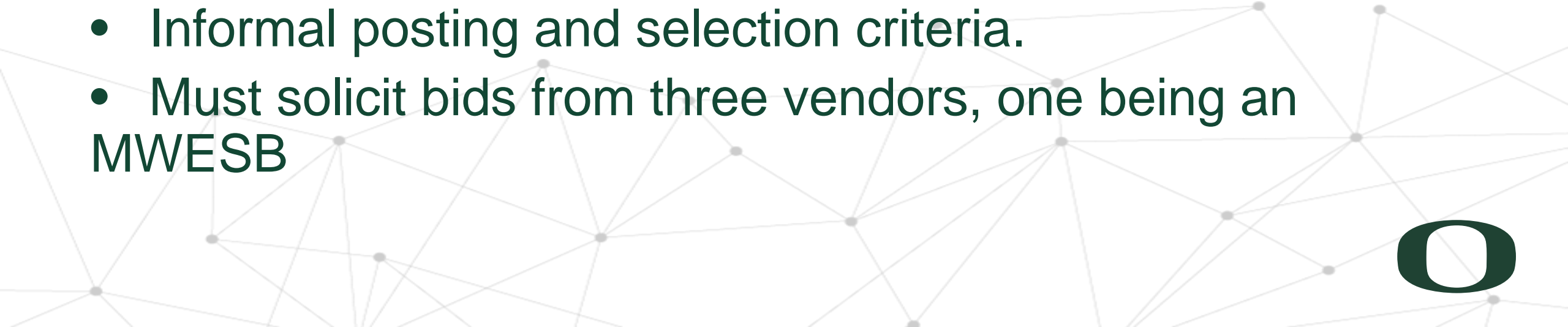
Request for Quote



Criteria:

- All goods and services between \$50k and \$250k
- Selection based on best value or lowest price.

Process:

- Posted for at least 5 business days.
 - Informal posting and selection criteria.
 - Must solicit bids from three vendors, one being an MWESB
- 



Request for Proposal



Criteria:

- All goods and services over \$250k
- Selection based on best value

Process:

- Posted for at least 21 calendar days
- Formal posting and selection criteria
- Must solicit bids from three vendors, one being an MWESB
- May include controlled meetings with vendors and down selection processes
- Must develop a detailed scoring and source selection process



Invitation to Bid



Criteria:

- All goods and services over \$250k
- Selection based on lowest price

Process:

- Posted for at least 21 calendar days
- Formal posting and selection criteria
- Must solicit bids from three vendors, one being an MWESB
- May include controlled meetings with vendors and down selection processes
- Must develop a detailed scoring and source selection process

