**DECENTRALIZED PURCHASING:**

* Each University of Oregon (UO) department has the responsibility and authority to make their purchases.
* Vendors must market directly with the departments.
* Competitive procurements over $25,000 are advertised on the Purchasing and Contracting Services Website, <https://pcs.uoregon.edu/content/business-opportunities>

**HOW TO CONTACT UO DEPARTMENTS:**

* For department contact information, vendors can use the UO’s online directory at: <http://uoregon.edu/azindex>

**UNIVERSITY OF OREGON'S COMPETITIVE REQUIREMENTS:**

* **$25,000 or under** Direct Procurement - None
* **Over $25,000 and less than or equal to $150,000**     Informal Procurement - Advertisement posting to UO Business Opportunities Website,  [http://pcs.uoregon.edu/content/business-opportunities](http://web.archive.org/web/20150915081719/http%3A/pcs.uoregon.edu/content/business-opportunities)
* **Over $150,000**     Formal Procurement – Posting to UO website and/or formal advertisement of competitive opportunities placed in newspapers and trade journals or the Department of Administrative Services under Oregon Procurement Information Network (ORPIN). [http://orpin.oregon.gov/open.dll/welcome](http://web.archive.org/web/20150915081719/http%3A/orpin.oregon.gov/open.dll/welcome)

**STATE OF OREGON CONTRACTS/OREGON UNIVERSITY SYSTEM/UNIVERSITY OF OREGON PRICE AGREEMENTS:**

* UO can, but is not required to, use State of Oregon contracts. State contracts are available at: <http://orpin.oregon.gov/open.dll/welcome>.
* UO posts solicitations to the UO Business Opportunities webpage for goods and services over $25,000.  [http://pcs.uoregon.edu/content/business-opportunities](http://web.archive.org/web/20150915081719/http%3A/pcs.uoregon.edu/content/business-opportunities)
* UO also maintains [UO Price Agreements](http://web.archive.org/web/20150915081719/http%3A/pcs.uoregon.edu/content/available-price-agreements) with some high volume vendors.

**TIMELY PAYMENT FOR GOODS AND SERVICES:**

* UO’s decentralized automated purchasing and accounts payable system allows for efficient purchasing of and payments for goods and services.

**OTHER FAQ’s**

*Q: How can I become a Street Faire Vendor?*
A: The department of Associated Students at the University of Oregon hosts a bi-annual (Fall and Spring) street faire. Vendors are invited to contact the ASUO to be placed on the mailing list to receive an application. [Because the ASUO generally receives more applications than booth space available, it is highly suggested that individuals meet requested deadlines listed on the application for full consideration.]

To be placed on the mailing list, vendors should submit the following information to asuo@uoregon.edu: Vendor name, Contact Person, Phone Number, Mailing Address and Email Address (if applicable). For further information, please contact the ASUO Events Coordinator at asuomktg@uoregon.edu or call the main office at 541-346-3724.

*Q: How can I become a Food Cart Vendor at 13th and Kincaid?*
A: Although the 13th and Kincaid area is heavily trafficked by those associated with the University, the sidewalks and right-of-way are City of Eugene regulated. For information regarding Food Carts at the 13th and Kincaid area, please contact the Barb Brunton at the Eugene Chamber of Commerce at 541-484-1314.

For information on Food Cart vending in Eugene locations other than at 13th and Kincaid, please contact the City of Eugene Permit and Information Center for Land Use at 541-682-8336.

*Q: How can I become a Food Cart Vendor at the EMU?*
A: Food carts are not generally allowed on University of Oregon property. Please see our other frequently asked question below relating to food vendors on campus.

*Q: How can I get on the EMU Marketplace food vendor rotation?*
A: Food vendors are contracted on a year to year lease basis for the Marketplace at the EMU. The EMU Food Service Director administers the leases and considers them each spring for the following academic year. Openings are advertised and interested parties are invited to submit applications at that time. For further information, please contact the EMU at 541-346-0550. The current Marketplace food schedule can be seen at [http://emu/](http://web.archive.org/web/20150915081719/http%3A/emu/).

**PURCHASING AND CONTRACTING SERVICES CONTACT INFORMATION:**

University of Oregon
Purchasing and Contracting Services
1600 Millrace Drive, Suite 306
Eugene, OR  97403-1995
**541-346-2419**