

Getting the B-E-S-T D-E-A-L at UO

This handout is a simplified guide to spotting issues that might arise when you are buying goods or services at UO.

If any of these issues come up when you are buying, please check in with your business manager or contact Purchasing and Contracting Services.

Remember, when considering a purchase just think about the B-E-S-T D-E-A-L!

Best Value

Is this purchase the best value for UO?

Lowest price is not always the best deal. Some items may cost more upfront but actually cost less over their useful life.

Ethics

Is UO providing all vendors a fair opportunity to win our business?

As a public entity, UO has an ethical obligation to give everyone in the community an opportunity to win our business.

Sign Nothing

Are you being asked to sign a contract?

A contract is formed when one party makes an offer that calls for an exchange of value and another party accepts that offer.

Timing

Are you allowing enough time to complete the purchase?

Small purchases can be processed quickly. If you are spending over \$25,000, please allow for time to conduct a public procurement.

Duck Depot

Can I buy this from a vendor on Duck Depot?

You can buy books, office supplies, lab supplies, maintenance, repair and operational supplies, and IT hardware on Duck Depot.

Ethics

Are both parties acting honestly and with good faith?

We hold our commitments to our vendors and we expect them to do the same.

Actual Conflict

Do you have an actual or potential conflict of interest?

If you or a family member is associated with a business that provides UO goods or services please let us know!

Legal

Is it legal? Is it compliant with all applicable policies and regulations?

Higher Ed is one of the most highly regulated sectors in the US economy.

Have Questions?

Contact PCS
541-346-2419
uop2help@uoregon.edu

Find more information on our website:
<https://pcs.uoregon.edu/about-us>.