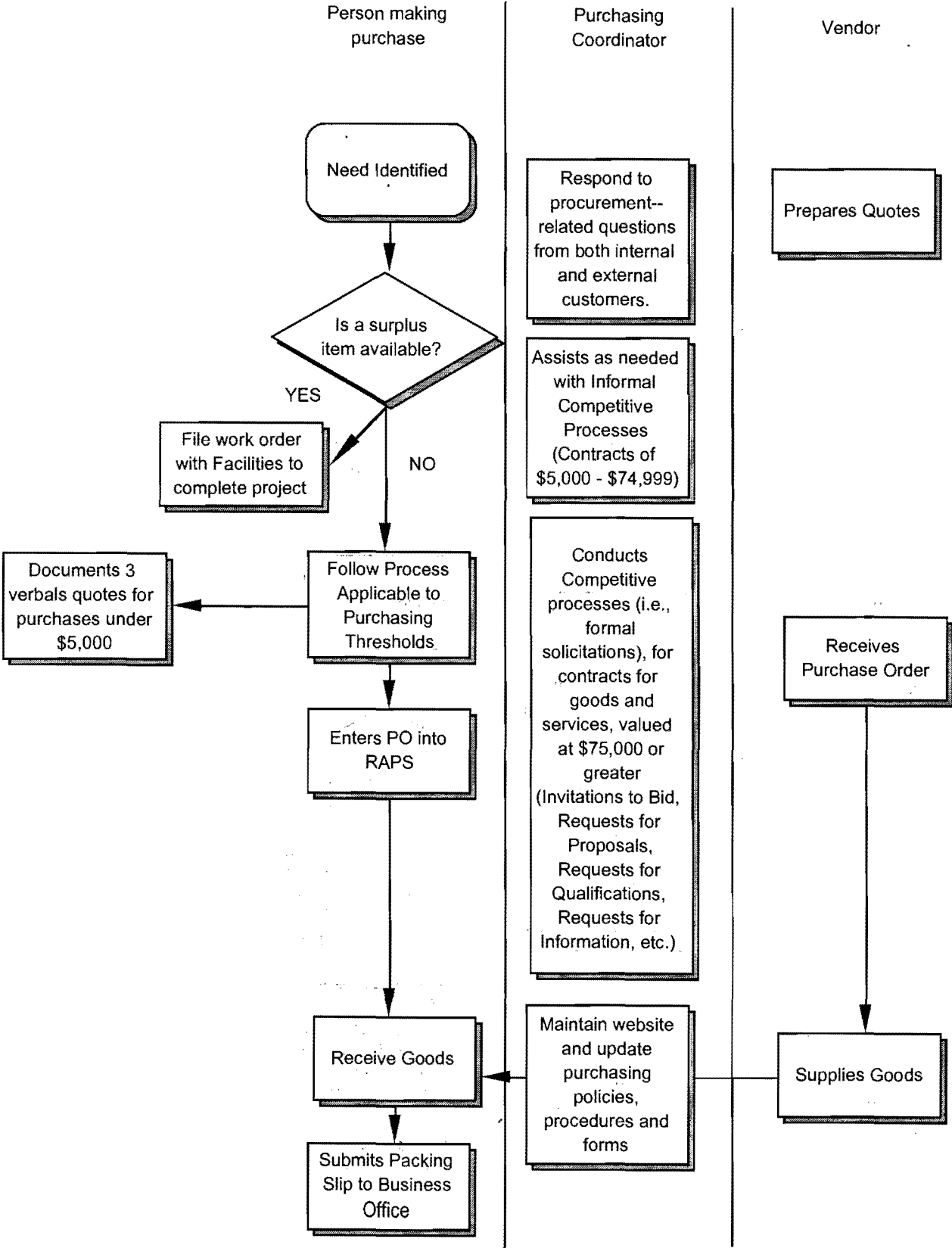
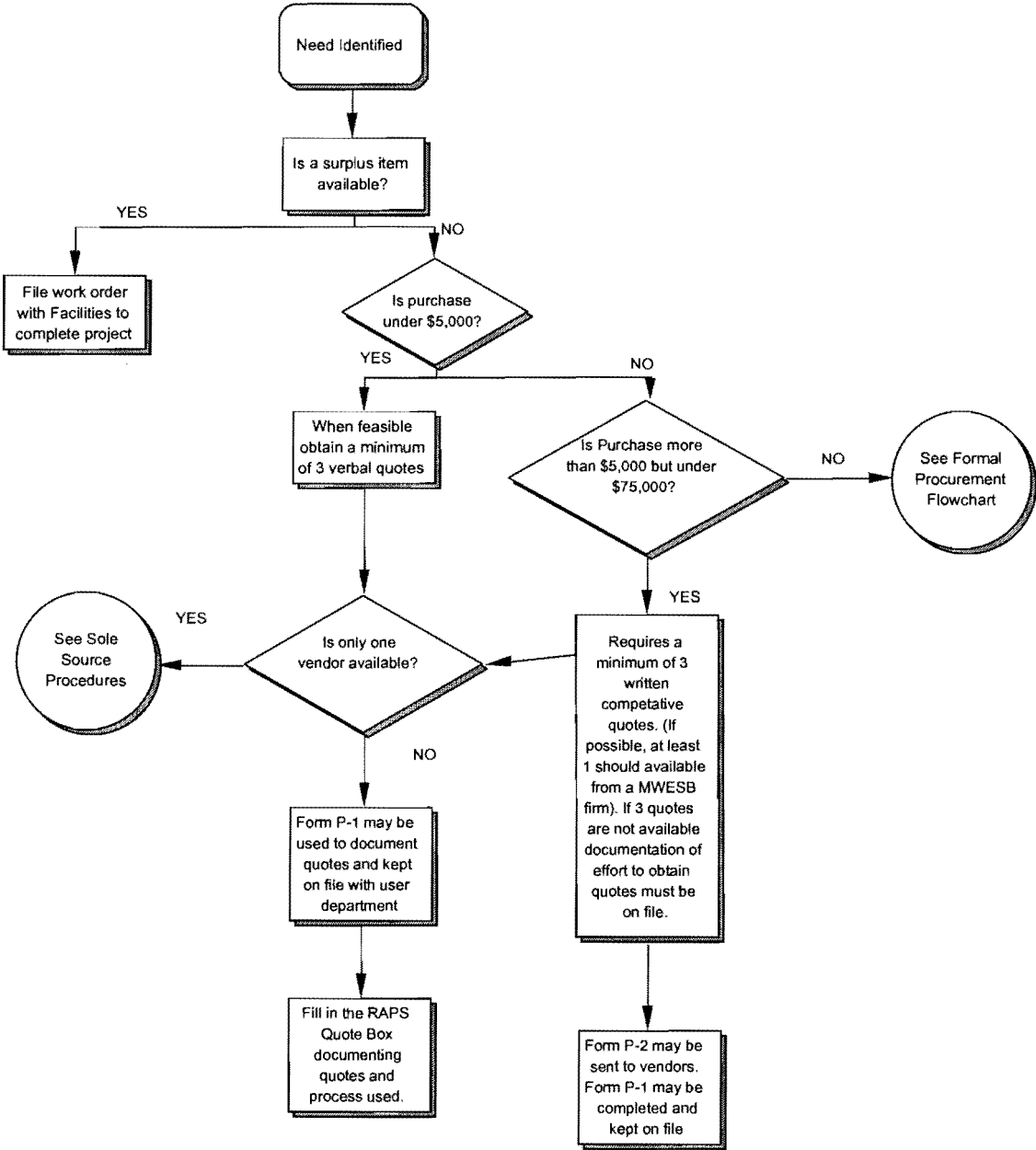


Purchase Process Overview



Purchase Process Flowchart for Goods and Services

- Note: Special Rules apply to the following categories
- Advertising Contracts
 - Emergency Contracts (including oil or hazardous material removal)
 - Energy Management Controls
 - Equipment Repair & Overhaul (including maintenance agreements)
 - Intellectual Property (periodicals, library books, proprietary software licenses, art, and other products of the creative process)
 - Intergovernmental Cooperative Purchasing
 - Perishables (chemicals, food, laboratory supplies)
 - Personal Property, Used
 - Price Regulated Items (including gas, diesel fuel, heating oil, lubricants, asphalt, distilled alcohol, postage & certain utilities)
 - Requirements Contracts & Price Agreements
 - Resale, Items for
 - Space Rentals (hotels, conferences, temporary offices, etc.)



Personal Services (Independent Contractors)
Contracting Flowchart

Note: Personal Services Contracts (PCS) are defined in CCR.250 as a contract that calls for specialized skills, knowledge, and resources in the application of highly technical or scientific expertise, or the exercise of professional, artistic or management discretion or judgement. Qualifications and performance history, expertise, knowledge and creativity, and the ability to exercise sound judgement are typically primary considerations when selecting with price being secondary.

PSC's may include, but are not limited to, contracts for services performed in a professional capacity such as:

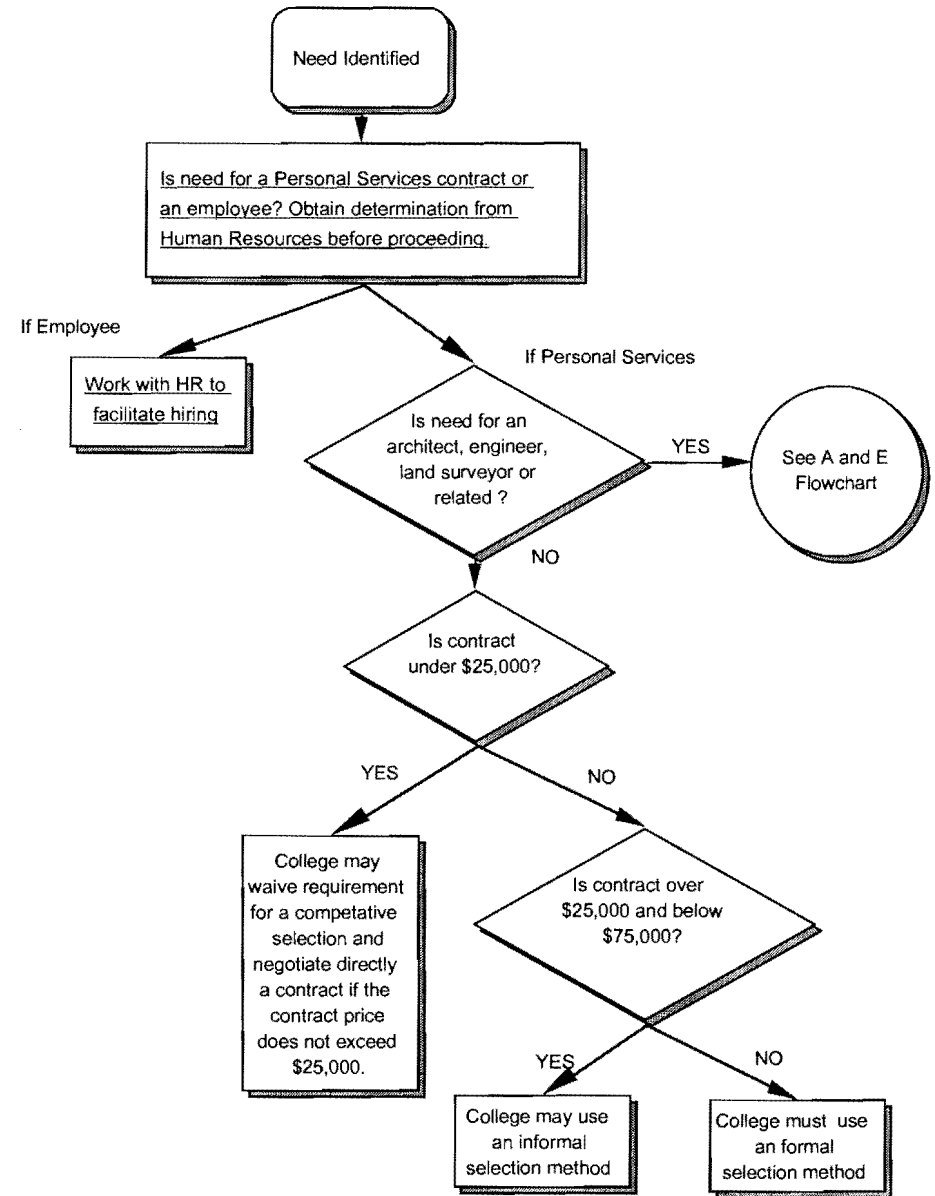
-Accountants, attorneys, physician or dentists, information technology consultants, broadcasters, artists in the performing or fine arts, including but not limited to, any person identified as a photographer, filmmaker, painter, weaver, or sculptor, services that are specialized, creative and research-oriented, consultants, educational services, investment services, travel services, banking services, auditing services, student loan and college receivables, real estate services, property management, employee benefit insurance, investments, energy savings performance contracts, agents of record (i.e. advertising, general insurance, sales of surplus property, workers compensation, etc), speakers, lecturers, and performers, human custodial care services, food service management and telecourse providers.

PSC do not include:

Contracts even if in a professional capacity, if primarily for equipment, supplies or materials, e.g. a contract to supply all hardware and standard software is not a PSC, but a contract with a technology consultant to design or develop a new computer system is a PSC.

Contracts with a temporary service or personnel agency to supply labor, which is of a type that can generally be done by any skilled worker (e.g. janitorial, security guard, crop spraying, laundry, and landscape maintenance).

Contracts for services of a trade-related activity, even though a specific license is required to engage in the activity. Examples are repair and/or maintenance of all types of equipment or structures.



Architect, Engineering and Related Services
Contracting Flowchart

Note: Personal Services Contracts (PCS) are defined in CCR.250 as a contract that calls for specialized skills, knowledge, and resources in the application of highly technical or scientific expertise, or the exercise of professional, artistic or management discretion or judgement. Qualifications and performance history, expertise, knowledge and creativity, and the ability to exercise sound judgement are typically primary considerations when selecting with price being secondary.

PSC's may include, but are not limited to, contracts for services performed in a professional capacity such as:

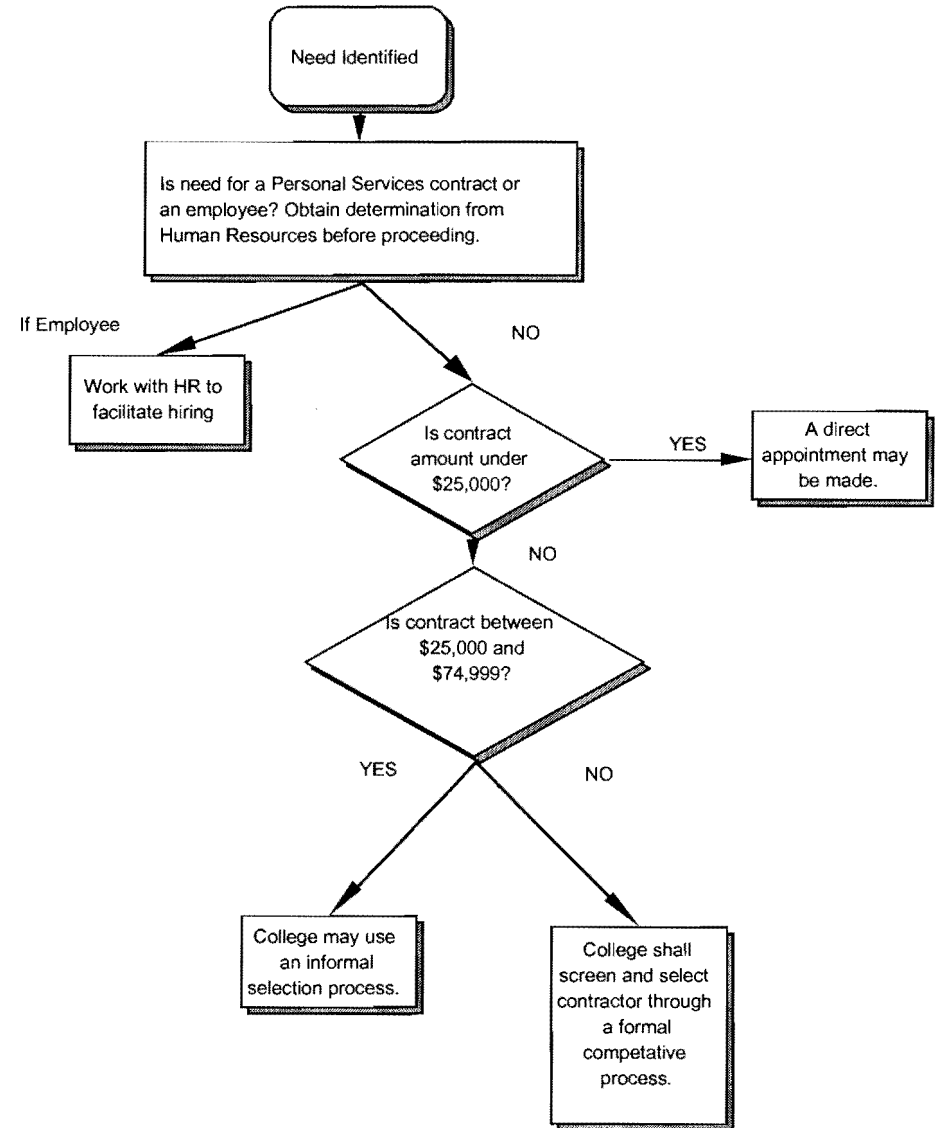
-Accountants, attorneys, physician or dentists, information technology consultants, broadcasters, artists in the performing or fine arts, including but not limited to, any person identified as a photographer, filmmaker, painter, weaver, or sculptor, services that are specialized, creative and research-oriented, consultants, educational services, investment services, travel services, banking services, auditing services, student loan and college receiveales, real estate services, property management, employee benefit insurance, investments, energy savings performance contracts, agents of record (i.e. advertising, general insurance, sales of surplus property, workers compensation, etc), speakers, lecturers, and performers, human custodial care services, food service management and telecourse providers.

PSC do not include:

Contracts even if in a professional capacity, if primarily for equipment, supplies or materials, e.g. a contract to supply all hardware and standard software is not a PSC, but a contract with a technology consultant to design or develop a new computer system is a PSC.

Contracts with a temporary service or personnel agency to supply labor, which is of a type that can generally be done by any skilled worker (e.g. janitorial, security guard, crop spraying, laundry, and landscape maintenance).

Contracts for services of a trade-related activity, even though a specific license is required to engage in the activity. Examples are repair and/or maintenance of all types of equipment or structures.



Public Improvement* Procurement Process
Flowchart (Not Applicable to Goods or
Personal Services)

*Public Improvement is defined as any Public Contract for construction, reconstruction, or major renovation on real property by or for an Agency.

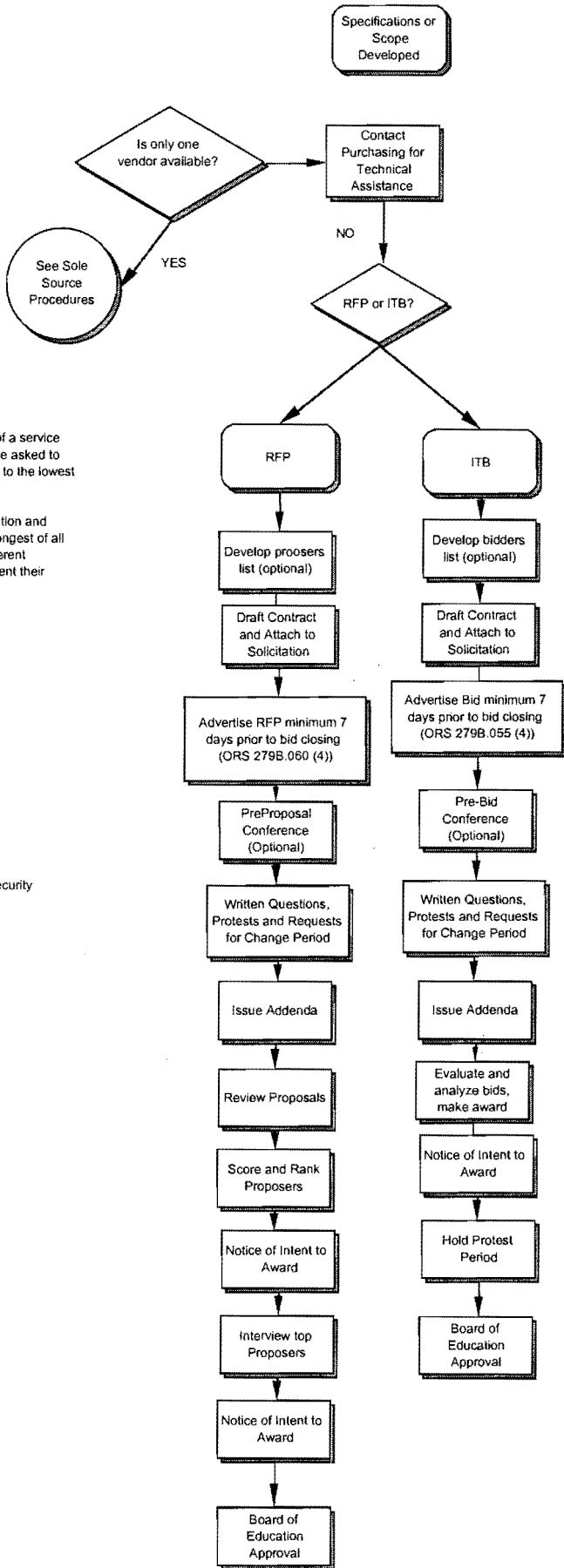
Note: Special Rules apply to the following categories

- Advertising Contracts
- Emergency Contracts (including oil or hazardous material removal)
- Energy Management Controls
- Equipment Repair & Overhaul (including maintenance agreements)
- Intellectual Property (periodicals, library books, proprietary software licenses, art, and other products of the creative process)
- Intergovernmental Cooperative Purchasing
- Perishables (chemicals, food, laboratory supplies)
- Personal Property, Used
- Price Regulated Items (including gas, diesel fuel, heating oil, lubricants, asphalt, distilled alcohol, postage & certain utilities)
- Requirements Contracts & Price Agreements
- Resale, Items for
- Space Rentals (hotels, conferences, temporary offices, etc.)

ITB – Invitation to Bid – This is used for formal solicitations when the requestor is capable of specifically defining the scope of work of a service or the precise specifications defining the commodities required. A formal advertisement of the ITB will be published and bidders will be asked to respond through sealed bids that must be returned by a specified time. ITB's are primarily based on price and are generally awarded to the lowest bidder.

RFP – Request for Proposal – This is a more complex version of the ITB used for formal solicitations. An RFP is used when specification and price are not necessarily the predominant award criteria or when an ITB might not be in the best interests of the College. This is the longest of all the procurement processes and involves the establishment of an evaluation committee who will score the vendors in a number of different categories before reaching a decision who to award the contract to. Vendors are usually invited to meet with the committee and present their company and the service they would provide. As with any purchase, price is important but won't be the only basis for a decision

- Additional Considerations:
- Determine bonding requirements
 - Prevailing wage if over \$50,000
 - Bid Bond Requirement or Proposal Security
 - First Tier Disclosure Form
 - BOLI Form and PW Fee must be paid



Sole Source Procurement

Initial Determination of Sole Source

Conduct and document market research demonstrating only one source can provide the goods or services

Complete Form P-3 and submit to Purchasing for Approval

Proceed with Purchase

Yes

Do findings support the determination?

No

Follow applicable competitive processes

If yes, Public Notice of the Sole Source Award must be made in fashion similar to that required under ORS 279B.055(4)

Yes

Is the Good or Service being acquired over \$75,000?

No

Proceed with Purchase

Pursuant to ORS 279B.075 findings must support either a determination of:
a) Efficient utilization of existing goods requires the acquisition of compatible goods or services from only one source;
b) The goods or services required for the exchange of software or data with other public or private agencies are available from only one source;
c) Goods or services are for use in a pilot or an experimental project;
d) Goods or services are available from only one source

