

<b>Quotation</b>	The stating of a price for purchase of goods or services.
<b>Purchase Order</b>	An official document used by the Business Office to execute a purchase transaction with a vendor/supplier/contractor. (A Purchase Order is just one of many types of contracts or binding agreements.)
<b>Invitation to Bid</b>	A solicitation document asking for submission of competitive, written, signed and sealed Bids in which specification, price and delivery (or project completion), are the predominant award criteria.
<b>Request for Proposal</b>	A solicitation document calling for competitive proposals/offers. The RFP process permits evaluation of the offer using pre-established criteria. Award of the contract on the basis of price may not necessarily be the predominant award criteria.
<b>Personal Services</b>	Contracts <i>which are primarily for a service</i> and call 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 judgment.



## Did you know. . .

The Board of Education serves as the College's Local Public Contract Review Board. The Board utilizes applicable Oregon administrative rules and statutes and the Oregon Community Colleges Model Rules of Procurement.

### Ethics/Conflict of Interest

All of the college's employees, officers, agents or otherwise, *irrespective of whether they are compensated for such services*, are considered "public officials." (ORS 244.020)

Essentially, receiving personal gain through your public employment is prohibited. Be wary of "gifts," special "deals," back-door selling, kickbacks, bribes, discounts, and incentives that are offered to you as a public employee. These items may be perceived as personal gain.

CGCC Board Policy GBCA contains additional guidelines on Conflict of Interest and Nepotism.

### \*Public Records

Pursuant to CGCC Board Policy and Oregon Revised Statutes, every person has a right to inspect any *nonexempt* public record. (See Oregon Revised Statute, "Records: Public Reports and Meetings," Chapter 192, for definitions of *exempt* public records.

"Public record" means any writing containing information relating to the conduct of the public's business that is prepared, owned, used, or retained by a public body regardless of physical form or characteristics, including, but not limited to, handwriting, typewriting, printing, photographing, and every means of recording, including letters, words, pictures, sounds or symbols, or combination thereof, and all papers, maps, files, facsimiles, or electronic recordings.

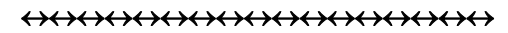
\*Contact Human Resources if you get a Public Records Request.



## Purchasing At-A-Glance

*This guide has been designed to give you a brief overview of the purchasing requirements of the college. Detailed procedures are contained on the Columbia Gorge Community College Purchasing Page <http://www.cgcc.cc.or.us/Purchasing/purchasingngopps.cfm>.*

The function of purchasing is to serve the mission of the College by providing necessary supplies, equipment and services in a manner that encourages competition without prejudice and to maximize educational value for every dollar expended. Commonly used items will be standardized whenever consistent with educational goals and in the interest of efficiency or economy.



**Kayleen Warner-Arens**  
**Purchasing Coordinator**  
**Columbia Gorge Community College**  
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**541-506-6073**  
**541-506-6072 FAX**  
[kwarnercgccc.or.us](mailto:kwarnercgccc.or.us)

*Reminder: You are encouraged to call Purchasing prior to contacting vendor or sales representatives when in doubt as to the correct procedure for any purchase; we are happy to assist you in legally procuring and expediting your requests*

## Receiving/Mail Services

The following individuals may be contacted to answer questions regarding shipping and receiving:

RECEIVING	MAIL SERVICES
Christie Roy	Marty Fiegenbaum
541-506-6071	541-506-6053

SHIPPING UPS/FED EX  
Bookstore  
541-506-6061

## Vendor Visits

Vendors are encouraged to contact college personnel in an attempt to market their products; however, caution should be exercised by college staff to ensure the college is not committed to the purchase of any product or service without first following the procurement requirements illustrated in this handout.

## Delegated Authority

College Policy DJ/DJA delegates authority to those positions responsible for entering into contractual agreements on behalf of the college. Only the president, and authorized representatives may enter into contractual agreements for the college.

## Personal Services

Appropriate categorizing of individuals performing services for the College is essential to avoid incurring substantial tax penalties and other liabilities. Decisions concerning the appropriate category will be made by Human Resources, in consultation with legal counsel as needed. APPROVAL MUST BE SECURED BEFORE COMMENCEMENT OF SERVICES.

**Employee:** An individual performing services for the College is to be regarded as a College employee, whether the service is full-time or part-time, regular or temporary, unless it is clearly demonstrated that the relationship is that of a true independent contractor. An individual will be considered and treated as an employee if others in the same or substantially similar positions are employees.

**Independent Contractor:** A person acts as an independent contractor if the College directs and controls only the intended results and not the means and methods of accomplishing them. Doubtful cases of interpretation are to be resolved in favor of categorizing the individual as an employee. Specific cases will be decided on particular facts, but the following guidelines are instructive.

- A. Before services begin all actions necessary to engage an individual as a contractor or to hire the individual as an employee must be completed.
- B. A department seeking to enter an independent contractor relationship must complete the Independent Contractor Questionnaire. If the service provider falls under the employee classification, the department must submit a position requisition form and a job description if these do not already exist.
- C. The department must then submit the completed Questionnaire to Human Resources for review and approval.
- D. Independent Contractors must enter into a Personal Services Contract with the college.
- E. All Personal Services Contracts must be reviewed by the Chief Talent & Strategy officer before submission to the President for approval.

**Green Purchasing** The goal of this policy is to reduce environmental impact by buying goods and services from manufacturers and vendors who share our commitment to the environment. Green purchasing assigns environmental and social considerations as having equal weight with price, availability and performance in college purchasing criteria. Departments should review this policy for guidance related to their specific purchase.

<http://www.cgcc.cc.or.us/PresidentsOffice/Policies/documents/LA.pdf>

## Sole Source Purchases

Pursuant to ORS 279B.075 determination of a sole source is based upon written findings in accordance with the provisions set forth in ORS 279B.075. APPROVAL must be obtained for a sole source purchase. Contact Purchasing for assistance.

## Splitting Orders/Fragmenting

Splitting orders of like items or portions of a project with intent to circumvent competition or exceed one's delegated authority is prohibited (ORS 279B.065, 279B.070).

## "Bid Shopping" Prohibited

Staff shall use care and discretion when obtaining quotations from vendors (e.g., pricing shall NOT be obtained for the purposes of leveraging deeper discounts—department staff are strictly prohibited from sharing vendors' quotations with competing vendors). This practice is unethical, biased, and unequivocally unacceptable.

## DOLLAR THRESHOLDS

< \$5,000

≥\$5,000 - <\$75,000

≥\$75,000

## PROCUREMENT REQUIREMENTS

Project/Budget Manager approves the purchase. (Documentation of 3 verbal Quotations is encouraged but are not required.)

Project Manager obtains quotes and completes Purchase Order. (A minimum of three written quotations are *required*.) All Purchase Orders and supporting documentation will be evaluated for adequate assurances.

- Quotes may be solicited via phone, fax, or e-mail. Vendors can submit Quotes via email, fax or mail.
- Purchasing Coordinator will assist departments in obtaining quotes involving complex, detailed specifications.

The Purchasing Coordinator will seek sealed bids or proposals through written solicitations, publishes a Public Notice of Solicitation, conducts a public opening, and submits to Board for approval, if the contract amount is ≥\$75,000.

Reminder: Contact Kayleen Warner-Arens, Purchasing Coordinator with any questions or if you are unsure how to proceed.

## Grants Funded Procurements

Many grants have special procurement rules and guidance. You are encouraged to contact Purchasing for guidance prior to proceeding in order to ensure compliance with all applicable rules.

## Statewide Price Agreements/Contracts

As a member of the Oregon Cooperative Procurement Program we have access to hundreds of competitive Oregon State price contracts for a wide variety of goods and services. Check with Purchasing to see if there is a price agreement that could save you money on your procurement.